



COWGILL HOLLOWAY GRADUATE RECRUITMENT

Together we can succeed

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About us...

Cowgill Holloway is a leading North West independent chartered accountancy practice, providing accounting and business advisory services to a portfolio of corporate and private clients. Our accountants devise solutions for complex business issues and specialise in the owner managed business sector.

The business was founded in 1983 by Peter Cowgill who still plays an active role in the development of the firm. Since then the firm has become one of the leading independent firms in the North West. We now have 14 partners and over 120 staff based at our Bolton and Manchester offices.

We are committed to developing long term, beneficial relationships with our clients. We are known for our technical expertise, real life advice and adding real value to our clients businesses. Our ethos is to deliver quality advice across the whole business spectrum. This principle has continued to be the foundation for the firm's growth to date.

Our approach to client service is to fully understand our clients' ambitions and goals and then to ensure that everything we do contributes to achieving them.

To do this we need the right people, and as a trainee of Cowgill Holloway you can be assured that we are prepared to give you the time, resource and help needed to enhance your career development.

Future plans...

Our focus is to grow the business. It is essential that we stay up to date with the changing needs of our clients and we have and will continue to expand our service as and when the need arises.

We are committed to staying at the forefront of the ever-changing commercial environment that we work within and this is demonstrated by our investment in technology, satisfying client needs and most importantly the development of our people.

With such ambitious plans it is essential that we recruit people with the potential and drive to move our business forward in order for us to grow and continue to provide a high quality service.



Our clients...

Cowgill Holloway has a varied client portfolio including many of the North West's leading companies. We are able to provide practical advice to some of the most complex business issues and advise a number of the North West's most influential individuals. Our clients come from a wide range of sectors including:

- Entertainment and leisure
- Manufacturing and distribution
- Professional practices
- Property and construction
- Retail

We provide independent and objective advice on the business issues and problems that our clients may face through a broad range of services including:

- Audit, accounting and payroll
- Business Recovery
- Corporate Finance
- Tax and VAT solutions
- Forensic Accounting
- Outsourcing
- Wealth Management

You can find further details of our work on our website www.cowgills.co.uk



Are you ready for a challenging career in accountancy?

If you are looking for a demanding, rewarding yet varied career then becoming an accountant is probably one of your best options. You will have to be a self-starter with the confidence to communicate effectively with all levels of people. At Cowgill Holloway, we will place you on a range of projects where you will need focus, drive and determination to succeed, if you feel you have these qualities then becoming an accountant is probably the right choice for you.

We strive to add value in the advice that we give to our clients; we develop a thorough understanding of their issues and opportunities in order to provide progressive solutions and advice. As a member of our team you will be required to ensure that you deliver quality advice, and you must be able to rise to the challenge by solving problems and adding value for our clients and their businesses.

Are you what we are looking for?

We want graduate trainees who will fully understand and enhance the value of our clients work. We are looking for bright, numeric, confident individuals who can think on their feet and will rise to the challenge of a tricky issue or work on a long term project.

We are not necessarily looking for individuals with accounting backgrounds and would be interested to hear from anyone who has a 2.1 honours degree. We offer a structured training programme where you will spend time in all practice areas. Your time will be split initially between the audit, accountancy and compliance teams. You will however be given the opportunity to experience our other specialist areas including; tax, corporate finance and business recovery.

You should have an outgoing personality, be able to make your own decisions and communicate effectively. In addition, you should be a good team player who is able to work within a challenging environment.

Our trainees...

We recruit people from all disciplines not just those with an accountancy background. Our employees have studied Geography, Business Studies and even Radiography. The only pre-requisite we ask for is a 2.1 honours degree.



Amy Winward, Third Year Student

Why did you apply to Cowgill Holloway?

I applied to Cowgill Holloway because the firm has a strong reputation with fresh ideas. I also felt, there would be opportunities to further my career as the firm is continuously expanding and developing. Many of the staff are young, hence we have lots of common ground and there is a good team spirit. I am based in the Bolton office and live locally so the location was ideal for me.

Do you work long hours?

The hours vary depending on how busy we are. I generally work longer than the designated 9 till 5.30, but try to reduce my hours when I am studying for exams. There is the opportunity to stay in the office after work to do some study, however, the majority of my work is at client premises and it is therefore not always possible for me to stay behind and revise. I tend to find that when the need does arise for me to work late that many others are also staying to help which is always good for team morale.

How do you find the 'on-the-job' training?

I think that the 'on the job' training that I have received has been very good. The managers ensure that I gain experience in all areas of the job and I receive lots of feedback on the work I carry out. They are committed to each individual's personal development within the team. You have direct contact with clients from day one, and carry out your own audit jobs within a relatively short period compared to other larger firms. Also you are exposed to senior management (of the client) from an early point in your career, for example meeting Finance Directors, inclusion in client senior executive meetings and so on. Even as a trainee Cowgill Holloway give you the chance to have an input in the finalisation of audits.

How would you describe a typical work day?

The working day varies from week to week. In the audit group we are usually out at clients premises which can be anywhere across the country and some involve occasionally working away from home for a short period of time. However, the majority are close to our regional office.

The types of businesses we audit vary, and include construction companies, computer game developers, property developers, hotels, debt collectors, catering and hospitality companies, high street stores and wholesalers. This keeps the job interesting! I am involved with meeting clients, discussing the management accounts with finance directors and accountants, meeting company directors to discuss developments in the business, preparing audit files, reviewing clients systems and much more! This means no one day is the same as the next which makes the job challenging and varied.

Is there the potential to develop your career at Cowgill Holloway?

I think that there is very good potential within the firm for career development, and the number of new high calibre individuals joining the firm increases year on year.

There is the opportunity to gain experience in all areas of accountancy and finance given the various departments. Therefore your career is not set in stone from the day you join. You can move around before you decide which area you are most interested in.

Alex Hesketh, First Year Student



Why did you choose a career in accountancy?

Accountancy was a profession I first considered during my time studying business studies at university. A number of the modules were finance or accounts orientated and these were the subjects I felt most comfortable with and where I achieved my strongest results.

I found a career in accountancy an attractive proposition because of the diversity of the work accountants carry out. Any business backed with the support of high quality accountants will invariably develop at a faster pace than those without. Accountants truly drive businesses forward and to get involved with that was certainly an attraction for me.

What is the training like – can you balance your educational training with the 'on-the-job training'?

The level of training offered by Cowgill Holloway is superb. They put graduates all the way through their accounting qualification, offering tuition at FTC Kaplan - known to be one of the top financial training colleges in the country.

Combining both on-the-job training with the educational training can be hard work but as long as you are organised and focused you will be successful.

What support do you receive as a trainee?

Support is offered from peers, management and partners alike. There is a strong culture of co-operative and mutual development within the firm and people are always willing to help you whether you're a trainee or not.

College tutors are also incredibly helpful in assisting trainees with their educational training and are more than willing to help you out of teaching hours.

How would you describe a typical work day?

Responsibility is instantly handed to you at Cowgill Holloway and I found myself out at a client's within my first couple of days at the firm! Everyday is varied and you never find yourself counting down the hours to home time.

A typical day on an audit assignment involves planning various audit tests to be carried out on the client's accounting system, administering them and reporting the results. This involves a large amount of interaction with clients and I'm often required to discuss a wide range of issues with staff at all levels of the organisational hierarchy.

Your professional development and training programme...

Your training comprises of academic education at Financial Training College (FTC) Kaplan, technical training and on-the-job experience. From the moment you start you will have direct contact with clients, partners and other accountants.

We will start your training in September where you will commence your induction programme. You will gain active experience of working with a broad range of clients in the audit and accountancy practice areas.

Training will take the form of:

- An introduction to the firm and our working procedures and IT systems
- Academic tuition held at FTC in Manchester
- In-house practical training courses covering areas such as Sage, VAT and PAYE
- Ad-hoc external training courses as a need arises
- On-the-job training - gaining hands on experience of working with our teams and clients
- Technical knowledge gained through working on various projects
- Audit and accountancy updates

Our training programme will take place over four years. Your first three years will be spent within the audit and accountancy teams and will run parallel to your academic training. In the fourth year you will have the opportunity to work within other practice areas such as tax solutions, corporate finance and business recovery. This will give you the opportunity to experience different work elements such as business plan writing, corporation tax planning and preparing statements of affairs.

We are committed to helping you in every stage of your professional development with Partners taking an active involvement in your training programme. To help you integrate into working life and the new challenges that you will face we will assign a mentor to you who will monitor your development throughout your training programme and provide you with the necessary support.

As a trainee you will work on a varied number of projects which will enable you to gain in-depth knowledge and vast technical expertise. Your training with Cowgill Holloway will not just be a four year training programme to attain your professional qualifications we see it as the first step to a long, meaningful and satisfying career with us.

Is tax the career for you?

You may have already decided that you would like to specialise in the field of tax. Cowgill Holloway's expanding tax practice means that we are looking for graduates who are ready to be put to the challenge and develop a career as a tax advisor.

Cowgill Holloway's tax practice is a successful and growing area of our business. We have a team of specialists who manage the tax affairs of a range of companies and business owners offering innovative solutions to complex business problems.

As a trainee within this practice area you would have access to our professionals who have specialist knowledge and vast experience within the tax specialism. If you choose to work here you will benefit from their wealth of knowledge and expertise.

Graduates will follow a structured three year training programme and you will study towards the The Association of Taxation Technicians examinations before progressing onto The Chartered Institute of Taxation examinations.

The Chartered Institute of Taxation is the leading professional body in the UK concerned solely with taxation. Upon successful completion of your examinations and training contract you will become a Chartered Tax Advisor, a widely recognised and highly regarded qualification within the taxation industry.

Your on-the-job training will be demanding yet rewarding and you will have client responsibilities from the moment you start, as you progress these responsibilities will increase.

Your training will cover:

- An introduction to the firm and our working procedures and IT systems
- Academic tuition held at FTC in Manchester
- In-house practical training courses covering corporation tax, compliance and advisory issues
- Ad-hoc external tax training courses
- On-the-job training – gaining hands on experience in respect of all corporation tax matters for owner managed businesses
- Dedicated support and one-to-one training from an experienced tax professional

We are looking for bright individuals with the technical ability to take ownership and be proactive. In return we will provide continuous support, a variety of interesting and challenging projects, and most importantly the opportunity to develop your career.



Your concerns answered...

Question: Once I have applied what happens next?

Answer: All applications are reviewed by a Partner. If you are suitable then your details will be passed to the relevant practice area and an interview will be arranged. Interviews are usually conducted with the Partner for whom you would be potentially working with. We will make every effort to keep you updated with the progress of your application.

Question: Do I really have the same chance if I haven't got an accountancy/financial qualification?

Answer: Yes. Full training is provided so you will gain all the technical experience and academic knowledge you require. We are interested in you as a person and the way in which you will work and connect with our team. All we ask is that you are certain that you are choosing the right career and you are committed to succeeding in this chosen field.

Question: Will I have an even work/life balance?

Answer: There is no doubt that the training is demanding and at times you may feel like you have said goodbye to your social life. However, we encourage our staff to mix outside working hours by organising occasional social events. We also hold an annual day at the races where all staff have the chance to take the day off and mix with their colleagues.

Question: What happens once I am qualified?

Answer: As soon as you have qualified as a Chartered Accountant we sit down and discuss your career options. This means discussing your chosen specialism and your ambitions for becoming a senior member of the firm. A number of senior appointments have recently been made within the firm – hopefully this could be you!

Question: Is there a closing date for applications?

Answer: No. We accept applications all year round. Our student in-take is in September of each year. If you are offered a place on the programme your training will commence in the first September following your offer.

The application process

If you like what you have read and you are still interested in applying the process is simple:

1. Send your curriculum vitae plus a covering letter stating the practice area you are interested in to:

Ms S Gallagher
Cowgill Holloway LLP
Regency House
45 -51 Chorley New Road
Bolton
BL1 4QR

Tel: 01204 41 42 43

e-mail: sue.gallagher@cowgills.co.uk
2. We will endeavour to make contact with you as soon as possible after your application has been received and reviewed.
3. If you are successful, interviews will be held at a convenient time to both parties at our Bolton offices. This will be an opportunity for you to find out more about the firm and for us to get to know you.
4. Places will be offered in writing as soon as possible after the interview has taken place.

Cowgill Holloway LLP operates an equal opportunities policy to ensure that no individual regardless of their disability, race, colour, ethnic/national origin, sexuality, gender, marital status, age or religion is unfairly discriminated against.

For further information on our firm please visit our website www.cowgills.co.uk

Cowgill Holloway LLP is a limited liability partnership registered in England and Wales with registered number OC316195
A list of members' names and their professional qualifications is available for inspection at Regency House,
45-51 Chorley New Road, Bolton BL1 4QR, the firm's principal place of business and registered office.
Other offices include: 4th Floor, 49 Peter Street, Manchester, M2 3NG
Registered to carry on audit work and licensed for a range of investment business activities by the
Institute of Chartered Accountants in England and Wales.
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