

Job Description

Job Title:	Business Support & Outsourcing Graduate Scheme - January 2026 Start (Cape Town)
Department:	Business Support
Reporting To:	Supervisors and Tax Managers

About the firm

HaysMac is an award-winning firm of chartered accountants and tax advisors, with almost 40 partners and over 500 staff, providing advice and services to entrepreneurs, fast-growing and owner managed businesses, charities and not for profit organisations across the UK and internationally. From our trainees to our partners, our culture of support and progression means we grow together as one firm to best help our clients.

We are a top 20 London accountancy firm, a leading member of MSI Global Alliance, and advisers to some of the UK's most exciting businesses and charities. Our team of over 500 people all work together in our modern offices located in London and Cape Town.

The role and responsibilities

You are our future; so we want to give you the best opportunity to help us grow together. These are the some of the things we'll offer you.

Operating as our clients' outsourced finance teams, we deliver their accounting requirements, ensure they are compliant and enable them to look ahead, pivot and seize opportunities by providing compliance and advisory services. Support businesses by providing valuable financial insights and delivering all of their finance function requirements. Whilst training for your internationally recognised qualification, you will learn bookkeeping, how to prepare monthly and quarterly management accounts and VAT returns, and annual financial statements for a variety of clients across different sectors.

Your progression will see you develop your own relationships with clients, training on advanced reporting and business and sector developments and coaching on interpreting these to spot clients' challenges and helping them to respond. You will be part of a dynamic team working in a fast-paced environment which will allow you to develop multiple skills ranging from attention to detail, effective communication to time management

Over the course of your 3.5-year training contract, you will have access to personal development programmes and high-quality training whilst working towards your internationally recognised ACCA professional qualification, alongside



INTEGRITY

- We operate in a trustworthy and straightforward manner.
- We are honest, objective and sincere.
- We comply with and uphold professional requirements and obligations.
- We do "the right thing" at all times.



COLLABORATION

- We respect everyone and value their contributions.
- We act in an inclusive manner, sharing ideas, opportunities, successes and experience.
- We trust one another.
- We are communicative, consultative and accessible.



EMPOWERMENT

- We are confident in our expertise, delivery and knowledge.
- We understand that trust and responsibility go hand-in-hand.
- We have the flexibility and freedom to perform and recognise that "one-size" does not fit all.
- We have the independence to achieve our full potential.



DYNAMIC

- We challenge the status quo and champion progress.
- We search out and embrace new ideas and technology.
- We are open to change and new solutions.
- We learn from our experiences to improve.

mentoring and support from peers and leaders alike.

You will be assigned a line manager and a buddy from day one to support your career and development, and help you transition into the world of work.

We host events so you can socialise with your colleagues outside of work, and network with other people at HaysMac. From our summer sports day party to events organised by our Connect committee such as cycling at the velodrome, puppy yoga and pottery painting, we pride ourselves on making time for one another.

We give you the opportunity to support local communities through our Corporate Social Responsibility (“CSR”) programme. We highly value supporting local causes, and we welcome and encourage our staff to participate in charity events and fundraising they are interested in.

As a firm, we are committed to environmental and sustainability initiatives. We demonstrate this commitment through several schemes, such as implementing energy-efficient practices and technologies throughout our operations. We also encourage everyone to play their part in the office, promoting recycling, reusing materials and reducing the amount of paper used in day-to-day operations.

We are looking for candidates who want to kickstart their career in Business Support by being exposed to a wide range of UK and international clients. Our firm values are very important to us, and we are seeking candidates who equally value these. You will be motivated by having hands on experience working with clients, as well as collaborating with Seniors, Managers, Directors and Partners across the firm. In return, we offer a supportive environment whereby working together with you, we can propel your personal and professional development for a successful career in Business Support at haysmacintyre.

The Candidate

Person Specification

- Flexible work attitude, pro-active team player;
- Great communication skills;
- Ability to work well under pressure and adhere to tight deadlines;
- Able to learn, adapt and pick things up fast;
- Good interpersonal skills;
- Good telephone manner;
- Problem solver with strong written and numeracy proficiency;
- Reflective and innovative mindset;



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- Excellent integrity and ethical standards.

Academic Requirement

- University graduate (or expecting to graduate by December 2025) in BComm Accounting, BComm Financial Accounting or BComm Management Accounting.
- University graduate (or expecting to graduate by December 2025) in BComm Accounting Honours, BComm Accounting Honours, or similar programme. (Welcome, but not a prerequisite)

To apply, please attach your CV, along with your full university transcript to date.

Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities.

We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD, and other forms of neurocognitive variation.

We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles.

If you need us to make any reasonable adjustments for you from application onwards, please email recruitment@haysmac.com



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