

Want a career that sets you apart?  
Our graduate programme

It all adds up<sup>+</sup>

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## Hello!

Bishop Fleming is a dynamic audit, accounting, tax and advisory business - our strength lies in our people and the relationships they build with our clients and with each other.

That's why we are, alongside numerous other awards, *Great Place to Work certified!*

Fresh off the back of recruiting a record number of graduate and school leaver trainees over the last few years, we continue in our quest to attract great talent to support our ambitious growth plans.

We know that by recruiting the best people and giving them every opportunity to develop, we'll continue to be a leading accountancy firm – and a great place to work.

Our approach to recruitment focuses on long term investment. We look for aspiring managers, directors and partners who will contribute to the growth and success of our business whilst developing their own rewarding careers.

Interested in knowing more? Have a look at our current vacancies page or get in touch.

**Andrew Sandiford**  
Managing Partner

We are recruiting across all our offices in Bath, Bristol, Cheltenham, Exeter Plymouth, Torquay, Truro, Worcester. Take a look at our website for all [our latest vacancies](#).





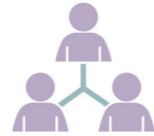
### Depth of talent

With 43 Partners and nearly 500 people, we've got the capacity and expertise to meet your needs.



### Continued growth

With a turnover of over £38m, the firm saw organic growth of 15% over the last 12 months.



### 12,000+ Clients

including 2,500 new clients in the last 12 months.



### Leaders in our field

No.1 firm in the UK to Multi Academy Trusts and we audit more Academy schools than anyone else.

Exceptional!  
client service

We have an above average industry net promoter score based on client feedback on our service delivery.



### Award winning

We're ranked 5th in the Mid-Tier Power Index from Accountancy Age and have won multiple awards.

### Employer of choice



We are certified and recognised as a Great Place to Work in 2023.

### Responsible Business

We're committed to having a positive impact on our communities, environment and people and are proud members of BITC.



### 8 UK offices

Bath | Bristol | Cheltenham | Exeter  
Plymouth | Torquay | Truro | Worcester



### National focus, international reach

Through our membership of Kreston Global, we have access to an international network of independent accounting firms.

To help us achieve our ambitious growth plans, we are always on the lookout for both new and experienced talent to join our teams and develop their careers with us.



+ Audit

The audit team examine financial records and transactions to ensure that they are accurate, complete, and comply with relevant laws and regulations. They play a crucial role in ensuring the integrity of financial information, which helps stakeholders make informed decisions about the financial health of a business.

[Watch our case study video](#) with client, Cavanna Homes and Audit Partner, Pam Tuckett where they discuss our long standing relationship with them and their future.



+ Accountancy

The accountancy team work closely with clients to help them prepare and understand their accounts, stay compliant and appreciate the financial implications of their decisions. They also provide guidance on how to optimise the use of resources and manage costs effectively.

[Watch our case study video](#) with client, UTM Consultants and Accountancy Partner, Dan White who discuss how we've helped guide their finances and the personal relationship they've built.



+ Tax

The tax team help personal and business clients navigate the complexities of the tax system, helping them to remain compliant whilst taking advantage of the numerous tax reliefs and allowances available.

[Watch our case study video](#) with client, The Flavour Works, who explain how we've helped their leading food manufacturing company with R&D tax credits.



+ Advisory

The advisory team support businesses with advice, guidance and intelligence throughout the business life-cycle, enabling businesses to achieve their objectives through mergers and acquisitions, due diligence, exit planning, financial analysis, business valuation, forensic accounting, and strategic planning.

[Watch our case study video](#) with client, Goonhilly Earth Station, as they look back at the history of the business and their plans for their future international growth.

Our ambition...

To be the most rewarding firm in the UK, for our clients, our people and our communities.

As attitudes to work shift, we know that people joining our business like you are looking for more from their working lives as well as a place of work. Our ambition gives us the ability to reframe rewarding for a new era of purpose-led performance.

Underpinning our ambition is a set of values - the culture and behaviour we adopt in our business:



**We think client**

We know that we only truly succeed when our clients, whether internal or external, are successful. Putting ourselves in the clients' shoes at every opportunity means we are more likely to deliver the service, advice and solutions that consistently exceed their expectations.



**We put relationships at the heart**

We value the relationships we build with our clients and with each other. We listen to and learn what people need and want, respecting their opinions and always making them feel part of something special.



**We have the courage to be different**

We value our differences and are open to new ideas, wherever they come from. We aren't afraid to set a different course, if it's the right one - and we never stop learning or finding ways to keep each other, and the business moving forward.



**We do the right thing**

We value our ability to stay grounded, keep our promises and take responsibility for our actions. We'll always do what we believe is the right thing to do, working to build trust and maintain the high standards we set ourselves.



**We work as one team**

We value our willingness to work together, support each other and partner with others to achieve more, irrespective of location. We recognise and reward great work, and invest in our team to further our reputation.

Today

Now, we're one of the UK's top firms of accountants. And we're still growing.

Bespoke Tax Accountants is merged into Bishop Fleming adding a Cheltenham base to our offices.

2022

2019

In 2019 Bishop Fleming entered its centenary year – a fantastic milestone that provided us and our clients with a wonderful opportunity to reflect and celebrate.

We're the fastest growing top 50 firm of accountants in the UK.

2013

2011

More expansion, with the acquisition of Rabjohns in Worcester and Target in Bath.

The firm expands rapidly beyond Devon. Opening offices in Truro and Bristol.

1990s

1970s

The firm's partners plan to computerise accountancy. It's the kind of commercial foresight that still drives us today.

Our founder, Frank Bishop, retires. He'd built a strong reputation in the local business community.

1951

1946

After the Second World War, the firm took off. Opening offices throughout Devon and taking on new partners.

Bishop Fleming is launched by Frank Bishop. He'd worked in the Ministry of Munitions in London with a partner called Fleming during the First World War. And after the war, he set up his own business in Torquay.

1919

Better Growth is a fresh vision for reshaping our firm for ambitious, sustainable growth.

Our strategy is straightforward and two-fold: to build focussed client relationships, while acting as one Firm, that is capable and accountable for growing more profitably.

# We call this Better Growth

It's a bold and purposeful strategy that aims to build on our recent success and position us to be more competitive in the client and people markets and challenges us to get back to the fundamentals of running a client service firm.

*It's what we bring together..... that sets us apart.*

### What can you expect when you join Bishop Fleming?

Plenty of variety, for a start. Which means lots of opportunities. Because we work with everyone from small to medium size businesses, large corporates, private enterprises, charities, schools and public sector clients. And with fee growth of 12% in 2022-23, we're growing fast. It's not just about the exciting variety of work we offer you. It's about how we treat you as a person, too. And that's where we excel.

You'll find a supportive workplace that genuinely cares about your wellbeing. Not to mention somewhere that encourages you to be entrepreneurial and empowers you to grow at every opportunity. So, it's no wonder we were winners of the **Accounting Excellence Investing in People Award in 2022** and that our apprenticeship programme was ranked **14th** in the whole of the UK in the **Top 100 Employer Apprenticeship List for 2022**. We're also proud to be **Great Place to Work® certified**, and a **Best Workplace™ for Women in 2023**.

### What makes Bishop Fleming different?

Simple. We genuinely put our people first. That's not just something we say. It's something we do, every day. We have Wellbeing Ambassadors in all our offices. Every office has a social committee too. There's always something to get involved in, including initiatives to support local communities.

Join us and you'll find plenty of opportunities to learn and grow. From apprenticeships to professional qualifications, learning from the experts around you, to putting your own ideas into practice. It's all about giving you everything you need so you can reach your full potential.





Professional development + personal support

### *What we can offer you*

Initiatives to support your local community + Award winning development + Individual mentors and supervisors + Hands-on experience in the workplace + A diverse and inclusive workplace culture + An environment that values new ideas, experimentation, and problem-solving + Personal fulfilment beyond just financial security

As well as all the rewards and benefits you would expect to see from a business like ours. For a full list, please visit our website to see [what we can offer you.](#)

# Masters equivalent qualification + real work experience

*We don't take a standard approach to early careers. That's why our unique, business-focused programme's are designed to kick start your accounting career.*

It's not just about numbers, accountancy is all about business. So, you'll hit the ground running and pick up valuable professional and life skills. Skills that could take you into any industry. Maybe as a Finance Director, or even running your own company. Anywhere in the world. As part of your training, you will study for one of the following professional qualifications:

## ACA - Associate Chartered Accountant (ICAEW)

The ACA qualification is valued by businesses worldwide, with more than 5,000 employers currently training ACA students. Completing the ACA qualification enables you to use the title 'ICAEW Chartered Accountant', offering a way to stand out from the crowd by providing employers with a specified, certified skillset. The knowledge and skills provided by the ACA means that ICAEW Chartered Accountants are highly sought after professionals.

Visit the ICAEW website for more information on [how to be a chartered accountant](#).

## CTA - Chartered Institute of Taxation

Studying towards the CTA qualification, you'll develop an overall understanding of tax whilst being able to specialise in a particular tax area. Upon qualifying, you can apply to become a member of the Chartered Institute of Taxation and become a Chartered Tax Adviser.

Visit the CTA website for further information, including [why you should work in tax](#).



You can qualify as a chartered accountant straight from school/college or after you have been to university. Whatever route you take, you will be recognised as a key player from day one and you will quickly be given real client responsibility.

As an approved apprenticeship provider we're in a unique position to give you a Masters-degree level qualification that we have designed ourselves. We'll help you to develop the skills and experience you need to become a business advisor to our clients, with some of our clients partnering with us to support your training and development, through Q and A sessions, site visits and live case studies.



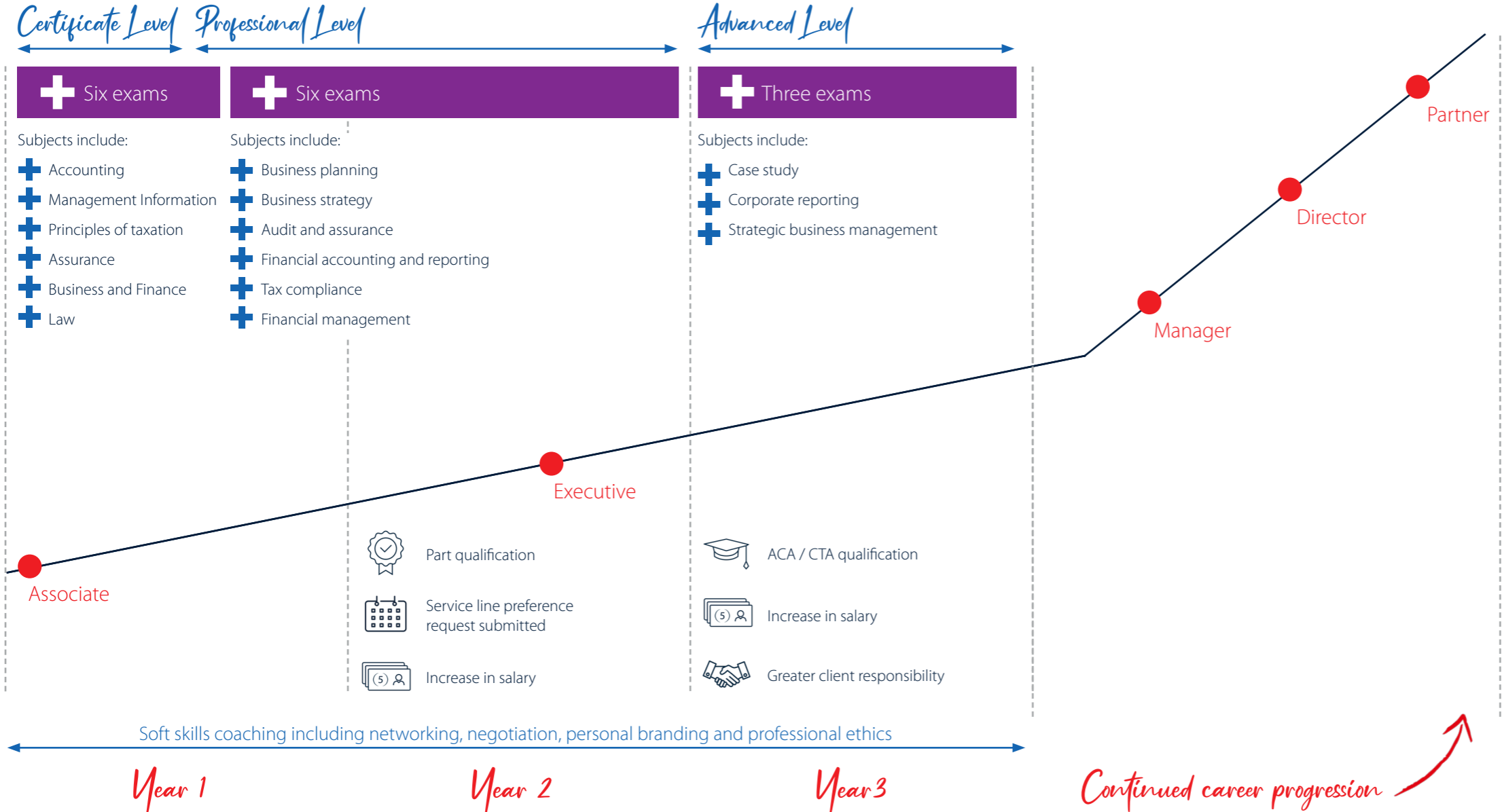
*And it doesn't stop there.*

You will have the opportunity to specialise and progress your career as you gain more experience.



# Your journey + our support

We are here to help you on your journey to success. From day one, we will provide you with the tools, career options and support so that you can focus on deciding what your route will be.



**Kyle Duncan**  
Audit Associate

## Prepare

Go online and do your homework about our business, our programmes, and the opportunity. This will help you to decide if you're right for us - and if our programme's right for you. If you decide to apply, think about what we'll want to know about you and what you'll bring to our business. Then come up with examples to show us that you know your stuff and what you could add.



## Apply

This is your chance to sell yourself to us. Tell us why you want to join an accountancy firm. Why you want to train with us specifically, and, why you want to get a professional qualification.

**Top Tip:** Your CV should be a brief overview of you, your experience and your ambitions. [Watch our video](#) on our dos and don'ts of CV writing.

## Selection

You will be invited to one of our Assessment Days where you will take part in a Business Exercise, attend an interview and get to meet some of our existing trainees.

**Top Tip:** Find out all you can about our business and the programme. From our teams to our locations and the way we work. Most of all, show us just how much you really want to join the programme. If you're coming to an in-person assessment centre, please arrive on time. Or, if you get delayed, let us know. In your interview, try to make eye contact. Speak clearly, positively and enthusiastically, but don't overdo it - try to keep your answers short and to the point. And, please, turn off your phone before it starts!

## Offer

You will be informed soon after the assessment day if you have been successful in securing a position with us.



## Before your first day

We'll stay in touch with you prior to your first day in the office. You'll be added to a whatsapp group and the talent team will frequently stay in touch.



## Your future starts here...

After attending an induction week, you will be assigned a buddy who will support you through the early stages of your Bishop Fleming career. You can look forward to being part of a vibrant, friendly team.

*While we've tried to answer all the questions that you may have about the programme, we're sure to have missed a couple.*

That said, here are a few answers to the most common questions that our resourcing team are asked. And remember, if the answer isn't here you can always contact the team.

### When do you begin recruiting for your graduate intake?

We usually start recruiting our graduate roles in mid-November. We'll announce when we're open for applications on our social media channels, so look out for it there.

### Do I have to complete an apprenticeship?

Yes, you'll join the Level 7 Accountancy Apprenticeship. That's the equivalent of a Masters Degree. This gives you the chance to gain the technical knowledge you need to become a chartered accountant. At the same time, you're working on real client projects. So, you'll develop the skills, behaviours and commercial understanding you need to become a future business adviser.

### What training provider would I study with for my ACA or ACA/CTA qualification?

Your apprenticeship provider is Bishop Fleming. You'll study for your professional qualifications at First Intuition.

### When do your graduate roles start?

Most of our graduates start in September. You may be able to start earlier, depending on our business needs.

### What's the closing date for your graduate roles?

We don't have a closing date. So, once applications go live, we start recruiting until we've filled all the roles. That means the sooner you apply, the more likely you are to be accepted.

*Molly Williams*

## Why did you choose the apprenticeship route?

After 4 years doing an Accounting and Taxation degree and a year of industry placement experience, the thought of doing an apprenticeship felt slightly odd considering how many years of my life I'd dedicated to education so far. I also had a preconceived idea that being an apprentice meant that I was taking a step backwards.

However, I was wrong. Apprenticeships are increasingly used for graduate roles in the accounting industry as you are studying towards an additional qualification (be that ACA/CTA), doing high quality technical work, and learning soft skills along the way. Deciding to go with the Level 7 apprenticeship route at Bishop Fleming has opened up various opportunities for me outside of a standard job role: incredible support during my qualification studies, opportunities to develop my critical thinking/analysis skills on commercially-based monthly tasks, and a yearly residential professional development week.

The Level 7 Accountancy Apprenticeship is the equivalent of a Masters Degree. Since I decided to take the tax route, I am working towards ACA CTA, which is a 4-year joint qualification that results in me being both a Chartered Accountant and a Chartered Tax advisor. Having a deep knowledge of both the financial statements and tax legislation for our jurisdiction will help me become a well-rounded business advisor as I get further into my career.

It is also worth mentioning that Bishop Fleming is an ICAEW 'Partner in Learning' and an accredited apprenticeship provider with 'Platinum' approval for training and development; one of very few accountancy firms with that status. This enables Bishop Fleming to provide bespoke learning and apprenticeship development tasks.

## My apprenticeship journey so far

My first week at Bishop Fleming was exciting and insightful. After the first 2 days of meeting team members, setting up IT and doing some ethics and anti-money laundering training, the rest of the week was spent with new apprentices from the same intake. All of the apprentices (graduates and school leavers) from each office and each department come together for the first residential professional development week. There are business tasks, soft skills training, department overviews and much more!

Following on from this week, I attended college to begin learning the content for ACA Accounting certificate level in order to pass the exam. I was quite lucky, as I had exemptions for all of the certificate level exams due to my degree course, but we were all asked to retake Accounting. This was welcome from me, as a refresher into accounting rules is very valuable for any department you join. Due to having exemptions for the rest of the certificate level exams, I had a long break before my ACA professional level exams. During this time I deepened my understanding of corporation tax, prepared tax computations for some really interesting clients, whilst becoming more confident on the various pieces of software we use.

## What I've got out of my apprenticeship so far

On reflection, I am so surprised with how much I have learned during my 1.5 years at Bishop Fleming! I have much more confidence in my corporation tax compliance skills, confidence in the software we use, and have continued to develop my soft skills. Many of the skills are not just specific to this role, but will serve me well throughout my career: networking, communicating with clients and colleagues, and critical thinking (to name a few).

The tax team are really helpful and supportive, and continue to give me opportunities to expand my knowledge, learn new tax rules and develop interpersonal skills.

Joining a practice rather than industry also results in there being dozens of other graduates at my level going through a similar process, so exam periods are less daunting. Having a couple of other tax graduates in my intake therefore means that I have a great supportive network during stressful exam periods.

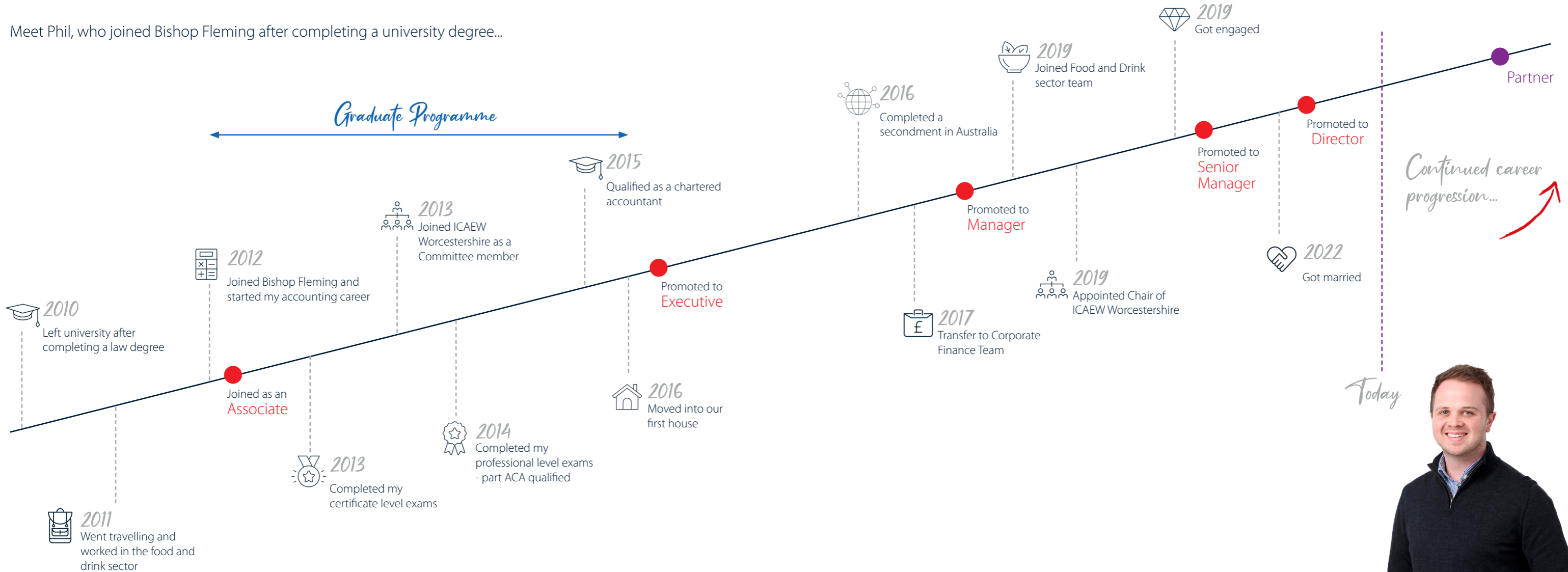
Overall, the apprenticeship route was perfect for my goals: valuable experience from a job where I am pushed but supported from the team, receive chartered qualification/s after passing the exams at the end, and have opportunities to develop skills for life.

*I've now completed more of my professional level ACA exams, but the real value I've gained is through the exposure I have to various fascinating clients, and the trust that managers have in my abilities.*



# Your career + aspirations

Meet Phil, who joined Bishop Fleming after completing a university degree...



*I joined as a graduate trainee in Audit & Assurance. After qualifying I was given the opportunity to spend 6 months on secondment with an international firm in Australia which was personally and professionally a very rewarding experience.*



## Work environment + local offices

*Well-established and entrepreneurial, we're driven by a passion for progress.*

Everything we do is informed by long-held values and principles and every contribution is valued and recognised. So here you'll enjoy a career-building diversity of interesting, challenging client work that will test your abilities and lead you to your full potential. We'll make sure of it by empowering you, trusting you and developing you professionally.

You'll do it all in an environment that is collaborative and friendly, open and energised, personal and professional, forming close bonds and friendships along the way. And your progress will be underpinned by our focus on enabling your wellbeing, a flexible approach to balancing life and work, and a clear commitment to enjoying what we do as part of one proud team.

### *We champion self-responsibility*

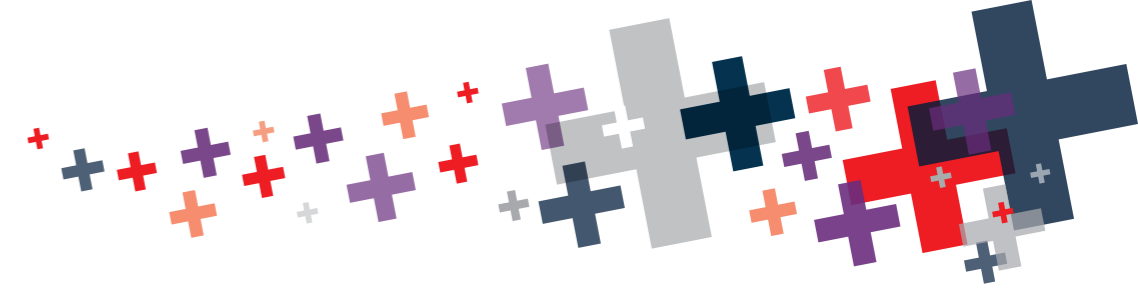
This may sound obvious but what this actually means is that we have a simple common-sense approach to the way we run our business.

We feel it is important to trust our people to do the job they are recruited to do. You'll be given the responsibility to manage your own job effectively and help us identify ways to improve what we do.

Our dress code is pretty simple – dress appropriately. That means if you are going to a smart, corporate client or a factory, we would expect you to dress for the occasion, but whilst you are in the office we're a bit more relaxed.

### *Where you work*

Our policy is that our people choose when, where and how they work, to balance client, team, business, and individual needs. It is about finding the right balance for you, the business, your colleagues, and our clients, recognising that different arrangements will work for different people to meet client expectations in the best possible way.



### *Your Wellbeing*

Your wellbeing is of paramount importance to us – ensuring you are fighting fit means you'll do great work; it also means you'll enjoy what you're doing and stay healthy. The Health and Wellbeing group is made up of Wellbeing Ambassadors, who are spread across our offices and promote wellbeing around four pillars:



Financial



Mental



Physical



Social

We provide free fruit in every office, and you will find activities like yoga sessions, lunchtime walks and running groups. Our Wellbeing Ambassadors also put on challenges and activities such as lunchtime talks and step challenges, and we engage in lots of national activities around mental health and wellbeing. And we have mental health first aiders in every office too.

### *The social scene*

We're a sociable bunch, and as we said before, you spend a lot of time at work and we want you to enjoy being with your colleagues, and your time with us. You'll find team lunches, regular social and sporting events, and plenty of birthday cake!

### *We love being a responsible business*

Through our membership of Business In The Community (BITC), we are proud of our commitment to Corporate Social Responsibility (CSR) activities and there are lots of opportunities for our people to get involved. Whether that's volunteering as a Business Advisor for the Young Enterprise through to running the Bath Half marathon for charity, we participate in a wide range of CSR initiatives throughout the year. We believe our people really benefit from being able to give something back to the community that they work in, which is why we give them one day a year to participate in a CSR activity of their choice.



*We aspire to have an inclusive and diverse workplace, underpinned by the physical and mental health and wellbeing of our people.*

Our Inclusion & Diversity (I&D) and Health & Wellbeing (H&W) workgroups have been created with the remit to develop and implement strategic and focused plans against a responsible business framework. With a diverse mix of voices leading to better discussions, decisions, and outcomes for everyone, these working groups are sponsored at partner level and report to the management board on a quarterly basis.

## *Inclusion & Diversity*

Our I&D strategy is focused on five key areas:

- + Improved representation of women at senior levels
- + Greater need of ethnic diversity
- + Social mobility and widening access to our workplace
- + Better recognition of the LGBTQIA+ community
- + Recognition and support for those with neuro diversity, disabilities and carers.

We're passionate about creating an inclusive workplace that promotes and values inclusion, diversity, and equity, and we know businesses that are diverse are proven to be better businesses. In doing so, we will continually challenge any discriminatory practices or unconscious bias, along with constantly reviewing how we engage with all of our people so they feel valued, appreciated and free to be who they are at work, regardless of gender identity or expression, sexual orientation, race, religion, ethnicity, age, disability status or any other aspect that makes them unique.

Diversity is all about the mix of people we have in the firm – and the differences they bring to the firm. We already have nearly 500 people who are completely different, with each one bringing something unique to the collective mix.

## *Social Mobility*

We support the Strive Internship scheme, which works with universities to provide paid work placements to students from an ethnic minority background living in Bristol and South Gloucestershire. We have identified that we need to improve diversity in all of our offices and particularly in Bristol, in order to better reflect the communities in this area. We are committed to providing two internships each year for the next five years and have recently welcomed two new interns to our Bristol office.

We also support the Women's Work Lab, which helps unemployed mums aged 25+ to become work ready. Some of these mums face a number of challenges including domestic violence, lone parenting, children with special education needs, or home displacement. The group aims to support these underrepresented women to fulfil their career potential and placements take place during term time school hours. By supporting this initiative, we are able to provide a 4-week paid training and placement opportunity.

This year we marked Social Mobility Awareness Day through our work experience programme in our Bristol and Plymouth offices. This involved a partnership with Bristol Future Talent Partnership, Burts Potato Chips, and a number of Plymouth schools to open our doors to students from a diverse range of backgrounds. This included a specific programme for black and minority ethnic students in Bristol, in order to introduce them to professional careers that they may not have previously considered.

## *Gender Pay Report*

As a responsible business, we recognise the importance of gender pay gap reporting as an important contributor to our transparency. Not only is it important for society as a whole, but gender parity and greater diversity within the workplace is good for business and critical to our own success. That's why our approach to tackling gender pay equality aligns with our wider approach to I&D, not just to do things right, but to do the right things. It is an integral part of how we operate our business and is underpinned by our vision and values. Visit our website to [view our latest report](#).



# #LifeatBishopFleming

*Social media is a powerful tool for people and businesses to tell their story, grow their audience and connect with people.*

We encourage you to follow, share and engage with our content and business activities on social media. To get you started and to find out more about what life is like at Bishop Fleming, please connect with our social media accounts.

- +** **LinkedIn:** Follow [our LinkedIn page](#) to join our professional network of colleagues and clients, engage with industry insights, and explore business collaborations that will help your career growth. Search 'Bishop Fleming Chartered Accountants' on LinkedIn.
- +** **Instagram:** Follow us on [Instagram](#) to be part of our vibrant company culture, team events, and behind-the-scenes moments. Be part of our visual storytelling and stay connected with our dynamic and diverse workforce.
- +** **Facebook:** Like [our Facebook page](#) to receive updates, news, and event invitations. Engage with our posts, share your thoughts, and be part of our interactive community.
- +** **YouTube:** Subscribe to [our YouTube channel](#) to access a wide range of videos, including industry panels, webinars, and inspiring talks. Learn from our industry experts, hear from our leadership, and immerse yourself in our multimedia content.



Your singular talents + our collective opportunities

*If you have any questions about the recruitment process or our programme, please contact a member of our Resourcing Team.*



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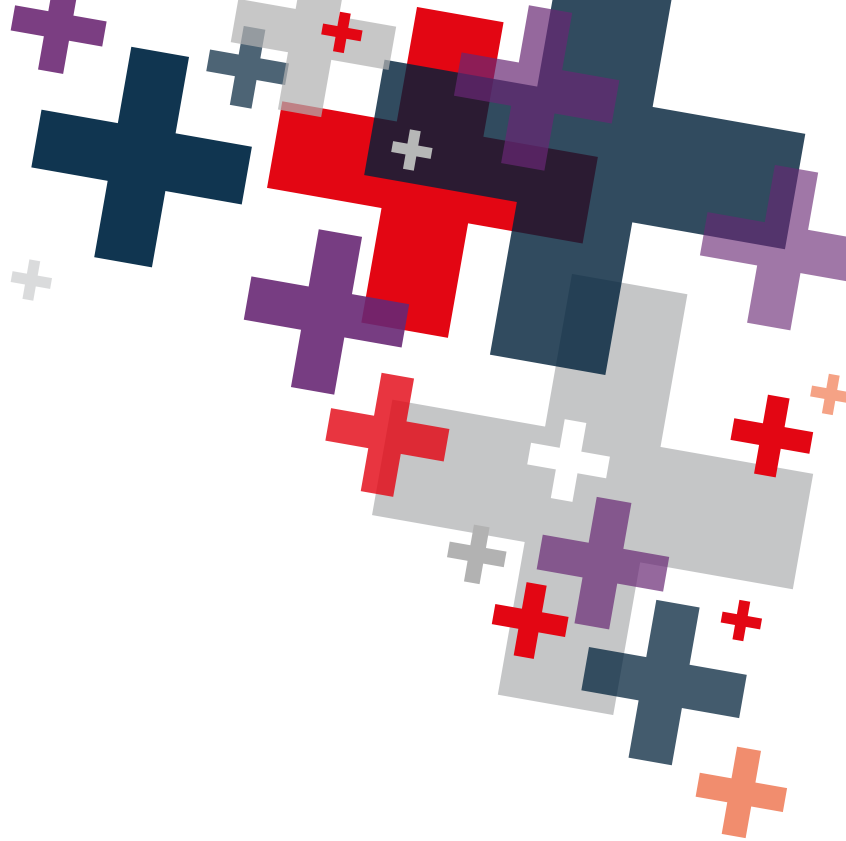
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We are recruiting across all our offices in Bath, Bristol, Cheltenham, Exeter Plymouth, Torquay, Truro, Worcester. To find out more, please visit our website [for our latest vacancies.](#)

It all adds up<sup>+</sup>





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