

Creating Efficiencies Through Connecting Global Talent

THE BACK ROOM TRAINEE PROGRAMME

Give Your Employee A Head Start ● Cost Efficient ● The Best Talent ● Save Time And Resources ● We Know Xero

"Throughout my time as a Director of Findlay & Co and now as CEO of The Back Room, I have always seen the importance of Training and Development of Employees. One of our Core Values at The Back Room is to place an emphasis on Training and Continuing Education - this is something that differentiates The Back Room from our competition.

Another important factor that differentiates The Back Room is that we have always hired a lot of Graduate Accountants. The employees we have seen the most success with are Graduate Accountants - they are a blank canvas and eager to learn. A lot of accounting now is very system and process driven and with the right direction and training, our Grads have become productive to our firms in a short space of time.

The team at The Back Room have built up a comprehensive library of **Training Material and Resources** over time which we have moulded into our **Trainee Programme**. This is something I am very proud of and is a key to our continued growth and success with NZ firms and to retaining and recruiting exceptional talent in the Philippines."

*Wayne Findlay,
CEO of The Back Room*

The Back Room Trainee Programme

The intention of the trainee programme is to bring a graduate accountant into your NZ business supported with progressive tools and training over a 6-month period. Two months intensive training and four months partial training.

The trainee programme offers a step-by-step process to familiarise the graduate accountant with New Zealand tax and accounting practices, the firm's internal systems and processes, and software such as Xero. During the 6-month programme The Back Room will train the graduate to work within your practice and we will transition the graduate progressively from the classroom to your business.

In a nutshell, this trainee programme is designed to give your graduate employee a solid head start to working within a Kiwi firm. They will be onboarded, understand the NZ landscape be supported with ongoing training, and be ready to go!





The Back Room offers 3 trainee programmes per year with intakes in July, November and March. Spaces are limited to ten graduates per intake.

The structure of the programme moves the graduate accountant through a logical training schedule. The graduate will be in full-time training with The Back Room for the first month. In the second month we will transition the graduate into your business through the onboarding process and on-the-job training. From there, The Back Room will continue to offer ongoing training over the next four months, one day per week, customised to strengthen specific areas of knowledge. This training approach is comprehensive and progressive.

During the programme there will be regular quizzes to test knowledge and at the end of the programme there is a final graduation exam.



Cost

The cost of the Trainee Programme is \$500 per month per grad for the first two months of the programme. No other costs until month three if they pass the Trainee Programme and become an employee of your firm. Note we will charge normal costs and a set up fee from month three.

The fee offers a unique opportunity for the graduate to continue to learn while moving towards an employment relationship. It is inexpensive for the firm and the onus on employee development is with The Back Room. The goal is to place graduates into a firm where they will become an outsourced employee. The trainee programme provides a gradual transition into employment should the graduate and firm find a suitable fit.

Training

Here is an outline of the training the graduate will undertake with The Back Room.

On completion of the Trainee Programme, the graduate accountant will:

1. Be familiar with working within a NZ accounting practice
2. Have completed The Back Room induction and onboarding process
3. Be trained in security and confidentiality protocols
4. Have experience using Xero and obtain Xero Certification
5. Be familiar with the IRD Website, Companies Office, Xero Practice Manager, CCH Workpapers and/or Xero Workpapers
6. Have a sound understanding of NZ accounting and taxation practices
7. Have an overview of Prepping (Basic Drafting Of Financials)
8. Understand common scenarios for drafting financials
9. Practice On-The-Job Training





Training & Onboarding Content

The training programme involves both one-on-one and self-regulated training in the modules below:

Back Room Induction and Training
 Security and Confidentiality Training
 Computer and system set-up
 Software/Email set-up and training
 Introduction to NZ
 Xero Day-To-Day Bookkeeping
 Drafting Financials Preliminaries
 Bank Reconciliations
 AR and AP Reconciliations
 Stock On Hand
 Home Office Expenses
 Entertainment Regime
 Interest and Dividend Income Rules

Wages/PAYE Rules and Wage Reconciliations
 Fixed Asset Reconciliations
 Depreciation Regime
 Loan Reconciliations
 Hire Purchase Reconciliations
 FBT Regime
 GST Regime and Reconciliations
 Provisional Tax Regime and Terminal Tax Rules
 Income Tax Reconciliations
 Imputation Credit Regime and Reconciliations
 Xero Certification
 The Back Room Standards Tests



Benefits of the Trainee Programme

- Gives your employee a head start with NZ Accounting and Tax and also working within your firm.
- The training cost is inexpensive as we can train our graduates in one group
- We get exceptional talented graduates apply at The Back Room because of our Trainee Programme
- Saves your firm spending time and resources on training
- We know Xero very well and can share this with our training and also with some of our systems we use such as [Prepping](#).



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Summary

The Back Room Trainee Programme is an effective way to bring a new employee into your business while leaving the training and onboarding to us. The structure is step-by-step for both the practice and the graduate, and content can be customised to suit. The trainee programme provides a progressive educational structure to transition qualified, professional accountants into your practice.

Sign up now to reserve spaces in Trainee Programme.

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The Back Room

