



# The RL Trainee Programme

# Welcome

**Thank you for considering a career with us. At Rickard Luckin our people are at the heart of everything we do, and our trainees play an important part in shaping the future of our firm.**

Joining as a trainee is the first step in what will be a rewarding and fulfilling journey where you will have the opportunity to learn and grow, where you can contribute each and every day and create great impact for our clients. I know this first hand, having started my own career here as a trainee.

As a trainee, you will receive fantastic support from our dedicated people team who will provide guidance, all round administration support and coaching throughout your trainee journey. We are hugely proud of our bespoke training programme that encompasses not only the technical training you will need to complete your professional qualification but also delivers technical, professional and human skills development.

We believe in creating an environment that supports development and encourages collaboration. You will work alongside experienced professionals who are passionate about sharing their knowledge and helping you reach your potential. Our culture is built on trust, respect and a genuine commitment to help every individual succeed.

As a proudly independent firm, rooted in our local communities across Essex, we believe in "teamship" - where we genuinely work together to achieve more for our clients and for each other. Our leadership and management team work alongside our team every day to nurture and support the next generation. We don't do barriers or glass ceilings - talent will always find its place at RL.

As we continue to grow and develop our firm, we are excited about the future and we look forward to welcoming talented individuals who share our values and ambition. If you choose to join us you will not just be starting a job, you will be building a career within a firm that invests in your success and as part of a team that values you and all that you will bring to the team.

**Kate Bell**  
Managing Director



# The RL Way.

The RL Way is our shared approach to how we work with each other, our clients and our communities. It guides how we show up every day and reflects who we are.

## OUR VALUES

Passionate, Personal, Professional

## OUR WHY

Our mission is simple: to help clients realise their potential and achieve their aims.

We take this responsibility seriously and deliver consistently, making a difference for our clients every day. This drive unites and inspires us.

## OUR CULTURE

Our WorkWell, LiveWell culture underpins everything we do.

We focus on balance, teamwork and supporting one another while making time for life outside work. Continuous feedback and improvement are part of our ethos, helping everyone contribute ideas and raise the bar together. When we feel supported and valued, we not only work better – we live better.

## OUR PURPOSE

It's not just what we do, but how we do it that sets RL apart.

By delivering personalised services and building strong client partnerships, we provide first-class experiences and holistic solutions. Rooted in over a century of expertise and a commitment to independence, we support clients through challenges and celebrate their successes. We are local, invested, and driven to make a lasting impact for our clients and communities.



# Why choose a career in accountancy with Rickard Luckin

Accountancy is all about helping people and businesses understand and manage their money from tracking income and spending to preparing financial reports, advising on tax and supporting future planning.

It is a respected, varied and rewarding profession with excellent career prospects, global opportunities and strong earning potential.

At Rickard Luckin you will gain responsibility early on, genuine client exposure and the opportunity to work with experienced teams who want you to succeed.

## Qualification pathways

- ACA
- ATT
- ACA CTA\*
- ATT / CTA

\*For individuals demonstrating exceptional academic achievement.

## What we offer

- Professional and personal development
- Real responsibility from the start
- Supportive mentoring and coaching
- A collaborative team culture
- Strong progression opportunities
- Competitive salary and benefits
- Study leave and structured exam support
- Twice yearly salary reviews

## Best Companies

We are proud to be recognised by Best Companies for our outstanding workplace culture and engagement.

- Among the **top accountancy firms** in the UK
- **Highly regarded** in the East of England
- Recognised as a **leading** mid-sized company to work for

Rickard Luckin holds a 2-star accreditation, representing exceptional levels of workplace engagement.

These accolades reflect how supported people feel across the firm and the strength of our culture at every career stage.



# Your training journey

- A Level route - Five years
- Graduate route - Four years

## Accounting pathway

You will begin with the ICAEW Level 4 Accountancy Technician Apprenticeship which includes the ICAEW Certificate in Finance Accounting and Business. Once completed you will progress to the Level 7 Accountancy Professional Apprenticeship.

## Tax pathway

You will start with the ATT Level 4 Apprenticeship. After successful completion you will progress to the Level 7 Chartered Tax Adviser Apprenticeship. Availability is reviewed each year based on team and client needs.

## Support

- Paid study leave and protected revision time
- Structured exam preparation and revision planning
- Ongoing feedback and coaching
- Careers / Talent Coach

## Training providers

Our training providers are First Intuition for ICAEW and Tolley's for CIOT. We work closely with them to ensure our trainees receive the best possible preparation and support. Both providers consistently achieve pass rates that exceed national averages.

# Induction

We want you to feel confident and supported from day one.

Your induction includes meeting your:

- Buddy
- Line Manager
- Your new team

The induction programme lasts around 7.5 days and you will complete it alongside the other trainees joining that year. It gives you time to settle in, learn together and start building your network.

**Day one** covers essential HR and Health and Safety requirements followed by a group lunch with your buddies.

**Day two** onwards includes workshops on:

- Introduction to accounting and VAT
- Maintaining accounting records
- Bank reconciliations
- Creating a trial balance
- Working papers
- Systems and software

These workshops ensure everyone begins with the same foundation regardless of previous experience.

# Progression beyond qualification

*Your development does not stop once you qualify.*

We invest in future leaders through:

- Personal development plans
- Mentoring and coaching
- Formal learning programmes
- Management development opportunities
- Our Promotion Pathway system



**JAMES**

Joined as an A Level trainee and is now a Manager in our Audit Team.



**MATT**

Began in accounts and now works in a specialist advisory position.



**JODIE**

Studied as an ACA trainee and now supports a broad client portfolio with complex needs.

# Entry requirements

You do not need a degree to train as a Chartered Accountant. If you meet our entry requirements you will be fully supported with a strong financial and study package.

## FOR SCHOOL LEAVERS

(predicted grades accepted)

- GCSE: Level 7 (A in previous system) in English and Maths
- A Levels: 120 UCAS points at A2 (300 under the previous system), excluding General Studies

## FOR GRADUATES

(predicted grades accepted)

- Meet the above A Level requirements
- Achieved (or predicted) a minimum 2:1 degree in any discipline

We look for people who are:

- Committed and self-motivated
- Enthusiastic
- Strong communicators and team players
- Interested in business
- Curious problem solvers
- Commercially aware

We welcome applicants from all subject backgrounds who can demonstrate motivation, curiosity and a commitment to learning. Applicants must have the right to work in the UK.



## Holly

**"I graduated with a degree in politics and very much enjoyed the quantitative research side of my course, so a career working with numbers really appealed to me."**

"When I applied to RL I knew it had a great reputation for training and this has been clearly evident since I have joined. I started work at RL in July 2024 as an ACA Trainee and commenced an induction process which was useful to learn about the fundamentals of accounting. Working alongside other trainees has meant we can share our experiences with work and study and this has been really beneficial.

Soon after I joined it was great to meet colleagues from other offices at the annual summer event. RL gives trainees the opportunity to rotate teams and I moved from Chelmsford to Basildon for a six month rotation in April 2025. Everyone at RL is welcoming

and supportive and regular catch up meetings help to ensure I am making good progress. I feel like each day I am challenging myself with new things; whether it is working in the office environment or learning about a wide range of businesses, and I find the variety of work enjoyable and interesting.

So far RL have supported me to complete five ACA certificate exams. Looking back on the past 18 months, RL have provided me with the perfect combination of training and studying whilst maintaining a good work life balance. I have learnt so much and am really looking forward to the year ahead."



## Jodie

**"My journey at Rickard Luckin began when I joined the firm working within the payroll team. This role gave me a strong foundation and valuable insight into how the firm operates, while allowing me to build relationships across different teams."**

"After a year and a half, I was given the opportunity to transfer onto the ACA apprenticeship, something the firm was incredibly flexible and supportive about. The transition was handled smoothly, and I felt fully encouraged throughout the process, which really demonstrated how much Rickard Luckin invests in its people and their career aspirations.

As part of my ACA apprenticeship, I attended college with First Intuition, which has been a fantastic experience. The quality of teaching and support provided has been excellent, and I have genuinely enjoyed learning from every single one of my tutors. Their teaching style, encouragement, and willingness to help have made studying alongside work both manageable and rewarding.

Within the firm, the support has been just as strong — everyone is approachable, friendly, and always willing to offer guidance. I feel completely comfortable going to anyone for help or advice, no matter their level or position, which creates a really positive and inclusive working environment.

Overall, Rickard Luckin is a firm that truly stands out from others. The range of benefits available, such as TOIL, free parking at all offices, and wellbeing workshops, shows the firm's commitment to employee wellbeing. Rickard Luckin is also big on diversity and inclusion, regularly educating internal staff and promoting an inclusive culture where everyone feels valued. Combined with the support, flexibility, and welcoming culture, this is what makes Rickard Luckin such a great place to work and continue developing my career."

# Rickard Luckin trainee recruitment journey



Ready to apply?  
← SCAN HERE

Be yourself. We look for people who share our values and bring something unique to our culture.

## Applications open

**DECEMBER** - submit your online application and tell us about your interests, ambitions and why a career at Rickard Luckin appeals to you.

## Trainee insights evening

**FEBRUARY** - An opportunity to meet our people, hear from current trainees and learn more about our culture, career paths and training support.

**Ask questions.** Use each stage to learn more about us and decide if Rickard Luckin is right for you.

## First stage interview

**MARCH** - A video interview with our Talent Acquisition Lead, focused on values, motivation and cultural fit.

## Online assessment

Verbal and numerical assessments alongside a psychometric analysis to help us understand your strengths and working style.

## Final stage interview

**SPRING** - An in-person interview and business presentation with a Director and HR Business Partner, exploring your commercial awareness and potential.

**Prepare but do not over-rehearse.** We are interested in how you think, communicate and approach challenges.

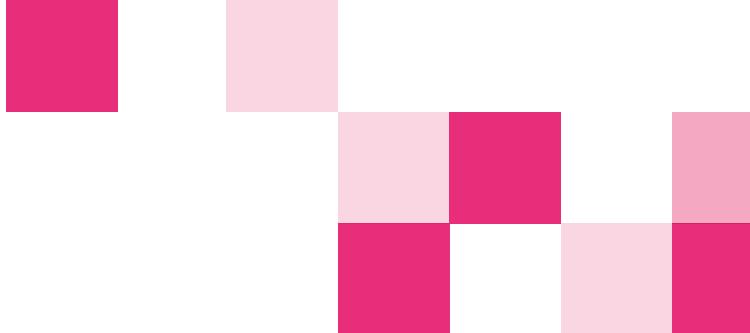
## Offer

Successful candidates will receive a formal offer and full details of next steps and onboarding.

## Induction and start

**SEPTEMBER** - Join us for your induction programme and begin your trainee journey at Rickard Luckin.

We aim to provide feedback within 48 hours at every stage wherever possible



# Rickard Luckin

Chartered Accountants and Tax Advisers

Experience our exceptional service first-hand by contacting our friendly and professional team.

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Basildon, Essex  
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100 New London Road,  
Chelmsford, Essex  
CM2 0RG

**LEIGH-ON-SEA**  
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SS1 1AB



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PASSIONATE ■ PERSONAL ■ PROFESSIONAL