



# Senior / Semi-Senior Accountant (Assistant Manager)

MJR

## Senior / Semi-Senior Accountant (Assistant Manager)

### Overall Purpose

To produce and process accurate and timely figures, building effective working relationship with clients and colleagues, and assist in the continued success of the Firm.

### Main Duties and Responsibilities

1. Responsible for preparation of accounts for sole traders, partnerships, LLP's and Ltd Companies.
2. Preparation of VAT returns, bookkeeping, management accounts.
3. Responsible for compiling statutory accounts and managing monthly accounts.
4. Liaising with clients, acting as point of contact for enquiries.
5. Support with Corporate and Personal tax issues and dealing with HMRC.
6. Assisting with Audit assignments.
7. Providing support to clients and colleagues, and other miscellaneous office administrative duties, as needed.
8. Such other duties as may reasonably fall within the scope of the job and/or which may be assigned occasionally.post.

## Person Specification

### Education and Professional Qualifications

Essential - GCSE or equivalent qualification in Mathematics and English at Grade C / 4 or above

Desirable - AAT level experience / qualification (or studying towards)

### Experience / Training

Essential - 4 years + experience in an accountancy practice, including experience of Audit

Essential - Experienced user of Xero / Quickbooks / Sage software

Essential - Experience & knowledge of VAT

### Specific Aptitude and Abilities

Essential - Customer / client focused

Essential - Excellent attention to detail

Essential - Able to work to tight deadlines - well organised

Essential - Good communication skills including written communication

Essential - Proactive approach and initiative

### Interpersonal Skills

Essential - Good team experience

Essential - Able to earn respect from others

### Special Factors

Essential - Enthusiastic

Essential - Reliable

Essential - A flexible approach to work