

Job Description

Job Title: Qualified Accounts Senior/Qualified by Experience

Overall Job Purpose: To provide accountancy support to the team, assisting the more senior staff and directors.

Duties:

Duties will include:

- Accountancy: Preparing accounts for clients.
- Taxation: Dealing with clients' business and income tax computations.
- Supervising: Training and supervising junior staff.
- Client facing: Dealing with clients' day-to-day enquiries, assisting more senior staff.
- Bookkeeping and PAYE.
- General administration.

Personal Specification:

Qualifications/Training: Essential: ACCA/ACA/AAT or QBE (5 years and related experience).
5 GCSEs (grade A* to C or equivalent), including English and Maths.
3 A levels (grade A* to C).

Desirable: Educated to degree level.

Skills/Knowledge/Ability: Intermediate IT skills in Microsoft Outlook, Excel and Word.
Attention to detail.
Good communication skills – written and verbal.
Mentoring skills.
Ability to apply technical knowledge to client situations.

Personal Competencies: Self-motivated.
Flexible.
Excellent planning and organisational skills.
Strong communication skills.
Self-confident.
Ability to take initiative.
Good team player.
Ability to work under pressure.

Applications: Applications are invited from those who have already achieved the professional qualification or those awaiting results.