

Practice Accountant

About us

We are a well-established, medium-sized accountancy practice situated in the heart of Ashley Cross in Poole. We cater for a wider range of clients, from those with a rental property or two to well-established companies. Most of our clients are local, but we extend nationally also. We are looking to expand our experienced and friendly team as our business grows.

Terms

Salary: £25,000 – £35,000, depending on qualifications and experience
 Contracted Hours: 37 ½ per week

Person Specification

AREA	PREFERABLE / ESSENTIAL
Experience	
Strong background of working in practice	Essential
Working as part of a team	Essential
Recent experience of preparing year end accounts for a wide range of industries and client types	Essential
Preparing draft corporation tax computations	Preferable
Experience of preparing management accounts	Preferable
Knowledge	
Part-qualified or fully qualified accountant (AAT, ACCA, ACA)	Preferable
Competent in using Microsoft Excel	Essential
Use of IRIS Accountancy Suite modules	Preferable
Use of Sage 50 Accounts, Quickbooks, Xero	Preferable
Confident and proficient in general computing	Essential
Key Skills	
Can work to deadlines and manage own workload	Essential
Attention to detail	Essential
Confident in making calls to clients and other agencies	Essential
Can assess and prioritise important tasks, without losing sight of others	Essential
Friendly, polite manner	Essential
Conscientious working ethos	Essential

Able to carry out tasks independently, without direct supervision	Essential
Will take the initiative to identify tasks to be done	Essential

Job Description

- Preparing annual accounts for sole trades, rental properties, partnerships, LLP's, limited companies.
- Occasional preparation of management accounts at the client's request.
- Addressing any queries with the client that arise during the preparation of their accounts.
- Preparing draft corporation and personal tax computations based on the accounts.
- Assisting the bookkeeping & VAT team as required.
- Organising workload to ensure strict deadlines are met.
- Communicating with clients and other agencies.

To assist the other teams:

- Payroll & CIS – Working with the team to ensure consistency across the accounts and payroll/CIS is achieved, identifying discrepancies.
- Admin – Working with the team to ensure communications with clients are effective, client details are kept up to date, and clients are looked after.
- Taxation – Working with the team in the preparation of tax computations and returns.

What we can offer you

- Flexible working hours, where staff cover allows
- Potential for some flexi-working (working from home)
- Opportunities for overtime
- Working within a supportive and friendly team
- On-site staff parking
- Staff socials
- Extended holiday allowance over the Christmas period
- Relaxed working atmosphere
- Ongoing study support, including potential for financial support