VACANCY

Bookkeeping, VAT & MTD Senior

John Wood & Co · Denton, Manchester

ROLE AT A GLANCE

Location	Denton, Manchester
Contract	Part-time (hours/days to be confirmed)
Reports To	Managing Partner
Salary range	£26,000 to £28,500 per annum (FTE)

ABOUT THE ROLE

John Wood & Co is a chartered accountancy practice based in Denton, Manchester, providing a comprehensive range of accounting and compliance services to sole traders, small limited companies, and property/service charge clients.

We are seeking an experienced and self-motivated Bookkeeping, VAT & MTD Senior to take ownership of day-to-day client bookkeeping, VAT return preparation, and quarterly Making Tax Digital for Income Tax (MTD ITSA) submissions. The role also encompasses basic accounts preparation work and a broad range of practice support duties, making it a varied and engaging position within a small team.

MTD ITSA represents a particularly significant growth area for the practice. With HMRC's income thresholds reducing in April 2027 and again in April 2028, the client base requiring quarterly digital submissions will expand materially — making this an excellent opportunity for the right candidate to develop genuine ownership of an evolving compliance function.

KEY RESPONSIBILITIES

Bookkeeping & Bank Reconciliation

- Manage QuickBooks bookkeeping for a portfolio of clients, maintaining accurate and up-to-date records between quarterly deadlines.
- Perform regular bank reconciliations, ensuring all transactions are correctly coded and categorised.

VAT Returns

- Prepare VAT returns to review stage for a portfolio of clients across a range of VAT schemes.
- Ensure VAT submissions are completed accurately and on time in accordance with HMRC deadlines.

MTD for Income Tax (MTD ITSA)

- Prepare and submit quarterly MTD ITSA updates for the practice's growing sole trader and landlord client base.
- Manage client onboarding onto MTD-compatible software, including QuickBooks and other approved platforms.
- Monitor and manage quarterly submission deadlines across the MTD ITSA client portfolio.

Accounts Preparation

- Prepare accounts through to trial balance stage for sole traders and small limited companies, ready for review and finalisation by a senior colleague or the Practice Principal.
- Ensure year-end working papers and supporting schedules are complete, accurate, and clearly presented.
- Liaise with clients to obtain year-end information and resolve outstanding queries ahead of accounts preparation.

Client Communication & General Practice Support

- Respond to routine client queries relating to bookkeeping, VAT, and MTD ITSA — including deadlines, document requests, and software queries.
- Escalate technical or judgement-based matters appropriately to the Partner or a senior colleague.

- Assist with general ad-hoc duties as required to support the smooth running of the practice, including filing, correspondence via phone and email, and client administration.
- Contribute to practice improvement and efficiency initiatives as the team and client base grows.

PERSON SPECIFICATION

Essential

- Proven experience in bookkeeping and VAT return preparation within an accountancy practice environment.
- Familiarity with cloud accounting platforms such as Quickbooks, Xero, FreeAgent, or Sage.
- Comfortable working to recurring monthly and quarterly statutory deadlines with a high degree of accuracy.
- Good interpersonal and communication skills — able to handle routine client queries directly, professionally, and with confidence.
- Meticulous attention to detail and a methodical, organised approach to managing a varied client workload.

Desirable

- AAT qualified (Level 3 or 4), or part-qualified ACA/ACCA.
- Prior experience with MTD ITSA quarterly submissions, or a clear appetite to take ownership of this area as the practice's client base expands.
- Experience of preparing accounts to trial balance or beyond for sole trader and small company clients.
- Strong, confident working knowledge of QuickBooks and TaxCalc.

WHAT WE OFFER

- £26,000 to £28,500 per annum, dependent on experience and qualification (pro-rated to hours worked)
- 28 days holiday per annum (pro-rated for part-time hours).
- Company pension scheme.
- Flexible part-time working pattern — days and hours to be agreed with the successful candidate.
- A genuine opportunity to own and develop the MTD ITSA function as HMRC's phased rollout expands the client base.
- A supportive, collaborative small-team environment
- Scope for the role to evolve over time as the practice grows.

HOW TO APPLY

To apply, please submit your CV along with a brief covering note outlining your relevant experience and your suitability for the role. We'd love to hear from you through any of the following:

Email info@johnwoodaccountants.co.uk

Telephone 0161 320 5114

Website www.johnwoodaccountants.co.uk

This vacancy will close as soon as a suitable candidate has been appointed — early applications are strongly encouraged.