

Job Title: Experienced Senior Accounts Staff (Part-Time, 19.5 hours per week)

Location: Denton, Manchester

Job Type: Part-Time (19.5 hours per week)

Salary: Competitive, based on experience

About Us:

We are a small, established accountancy practice providing a range of accounting services to individual and business clients. We pride ourselves on offering a friendly, professional environment with a strong emphasis on quality service and client satisfaction. We are currently seeking an experienced senior accounts staff to join our team, initially on a part-time basis (19.5 hours per week). There may also be the opportunity for this to become a full time role for the right candidate if this is desired. This is an ideal prospect for an accountant looking for a flexible working arrangement, while still making a meaningful contribution to the firm.

Key Responsibilities:

- Manage a portfolio of clients, handling day-to-day accounting tasks including bookkeeping, preparation of financial statements, and tax returns.
 - Prepare and file year-end accounts for sole traders, partnerships, and limited companies.
 - Complete VAT returns and assist clients with tax planning and advisory services.
 - Utilise TaxCalc for accounts, tax computations and returns, Moneysoft for payroll services, and QuickBooks for client bookkeeping and financial reports.
 - Review client accounts and financial statements, ensuring accuracy and compliance with UK tax laws and accounting standards.
 - Liaise with clients and HMRC on financial and tax matters.
 - Provide guidance and support to junior staff as needed, assisting with technical queries and professional development.
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Requirements:

- Minimum of 3 years of experience in an accountancy practice, with a solid understanding of accounting, tax, and VAT regulations.
- Competence in Microsoft Excel and Microsoft Word is essential.
- Experience with accounting software including TaxCalc, Moneysoft, and QuickBooks is highly desirable.
- ACA, ACCA, or AAT qualification (or equivalent experience).
- Ability to work independently and manage your own workload effectively.
- Excellent attention to detail with strong problem-solving and analytical skills.
- Strong communication skills and the ability to build relationships with clients.
- Experience in managing or mentoring junior staff is advantageous.

What We Offer:

- Part-time role: 19.5 hours per week, with flexibility around working hours.
 - Free parking at our office.
 - Pension scheme to support your long-term savings.
 - A friendly, supportive work environment where your contributions are valued.
 - Opportunities for professional development and career growth.
 - Competitive salary, based on experience.
 - The chance to work with a variety of clients and handle a wide range of accounting tasks.
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How to Apply:

If you are an experienced accountant with the relevant skills and looking for a part-time role, we would love to hear from you. Please send your CV and a cover letter to info@johnwoodaccountants.co.uk.

John Wood & Co Accountants is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.