

SEMI-SENIOR ACCOUNTANT

Overview:

We are seeking a diligent and experienced part-time semi-senior accountant to join our small firm of accountants. The ideal candidate will have a strong foundation in accounting principles and practices, with the ability to handle various accounting tasks efficiently and accurately. This position offers the opportunity to work in a supportive environment and contribute to the success of our clients and the firm.

The role will be based in our Denton office with the option for some remote working on occasion to work around other commitments. We are recruiting for a part-time position with flexible hours, approximately 16-24 hours per week.

Responsibilities:

Preparation of Financial Statements: Assist in the preparation of monthly, quarterly, and annual financial statements for clients ready for Partner review, ensuring compliance with relevant accounting standards. All our clients are either small businesses or individuals.

Tax Compliance: Prepare and file VAT returns, corporation tax returns, and personal tax returns for clients in a timely manner.

Payroll Processing: Handle payroll processing tasks including calculation of wages, PAYE, NI contributions, and submission of payroll reports to relevant authorities.

Bookkeeping: Maintain accurate financial records for clients using accounting software such as QuickBooks or Xero.

Client Communication: Communicate effectively with clients to gather necessary information, address inquiries, and provide updates on their financial matters.

Supervision: Assist more junior members of staff when necessary, providing guidance and advice to support their development.

Adherence to Regulations: Stay updated on changes in accounting standards, tax laws, and regulations to ensure compliance in client engagements.

Requirements:

AAT, ACA qualified (or similar) or qualified by experience
3+ years of relevant experience in accounting or a similar role.
Proficiency in accounting software such as QuickBooks, TaxCalc or similar platforms.
Strong analytical and problem-solving skills.
Excellent attention to detail and accuracy.
Effective communication skills, both verbal and written.
Ability to work independently and as part of a team.
Comfortable working in a small office environment.
IT Literate.
Familiarity with UK accounting standards and tax regulations preferred.

Benefits:

Competitive Salary dependent on experience (FTE £28,000 - £34,000 – prorated to actual hours worked)
Work life balance with part time flexible hours
CPD training
Pension Scheme
Employee leisure benefits
Supportive work environment within a small family firm.

Application Process:

Interested candidates should submit their CV and an email outlining their relevant experience and qualifications to info@johnwoodaccountants.co.uk. Closing date for applications is 10th March 2024.

We look forward to reviewing your application and considering you for this exciting opportunity to join our team!