

Job Title	Accounts Assistant
Job Reference	080215
Date	9 th February 2015

Background

Since 2009 ADM Accountancy Services has offered a full range of accounting and business consulting services from an office in Bishops Cleeve, near Cheltenham. Due to continuing growth they require an additional person to join the small team.

Part of the service range is the provision of annual accounts, preparation of individual self-assessment tax returns, vat returns and some payroll work.

The Accounts Assistant will work with a wide range of clients on a regular basis and prepares accounts for internal review and submission to HMRC. Clients for this type of ongoing work are Individuals, Sole Traders, Partnerships and Limited Companies.

Main Duties and Responsibilities

The candidate will need to have strong accounting, bookkeeping and interpersonal skills. Previous accountancy practice experience is essential.

The role requires a combination of financial and communication skills. The work itself is varied, and because of the number of different clients, the right candidate must be organised, and thrive on the variety of work. The working environment is a small friendly office, so candidates will be expected to provide cover from time to time and assist other staff with other relevant work at peak times.

Preferably the Accounts Assistant will be comfortable with accounts preparation to beyond trial balance. The role would ideally suit a part qualified accountant (or QBE) who is looking for more variety than a single "client" working environment can offer. This role is a real opportunity to participate in the future development of the practice.

Sound accounting theory and hands on experience in a similar role are essential. The role will require working knowledge of tax, particularly business tax and personal tax.

- Preparation of year end accounts for review, including all reconciliations.
- Preparation of Personal Tax Returns.
- Preparation of VAT Returns.
- Assist with Monthly Payroll for Clients.
- Regular communication with Clients – telephone, email, and some onsite visits.

Personal Specification

Essential

- Good at basic book-keeping with accounts experience to at least Trial Balance.
- Working knowledge of tax, particularly business tax and personal tax.
- Background of working in an accountancy practice.
- Good knowledge of Microsoft office (Excel).
- Very organised.
- Excellent interpersonal skills.

Advantageous

- Experience of accounts preparation to beyond Trial Balance.
- Additional skills such as payroll knowledge.
- Working Knowledge of Iris, Sage, Moneysoft Payroll and Xero Software.

Hours and Terms

This is a part-time role with a **minimum equivalent** of 8 hours per week *on regular defined days*. The actual weekly pattern of work may be arranged to suit – for example two 4 hour days. The work would not exceed 12 hours per week, although opportunities for increasing hours right through to full time may arise in the future.

To avoid conflict of interest, the successful applicant will be expected to work exclusively for the business with regards to financial clients/work.

Location

The advertised role is to be based in Bishops Cleeve, with some limited travel to Client sites.

Salary range and benefits

- Salary dependent on experience – please specify your current salary / expectations.
- Holiday entitlement: 28 days per annum pro rata inclusive of bank holidays.

Closing date

Tuesday 24th February

Contact

For more information or to submit a CV please contact Andrew on 01242-679767 or andrew@admaccountancy.co.uk. Please include your current salary / expectations.