



## **Job Specification**

### **Accounts Assistant / Semi Senior Retford based**

With up to two years' recent practice experience you will be looking for a new challenge. You may well be an AAT finalist/qualified. This role is joining our experienced Retford team in offering an excellent service to our clients. You will primarily be preparing accounts and business tax computations. In addition there will be some bookkeeping, management accounts and VAT return preparation.

#### **General Responsibilities**

- Preparation of accounts for sole traders, partnerships and limited companies
- Preparation of business tax computations and associated schedules
- Preparation of self-assessment personal tax returns
- Working within the accounts team you will help service a portfolio of clients, dealing with year-end and other ad-hoc issues throughout the year
- Assisting with management accounts, book-keeping and VAT returns for clients
- General office duties to ensure our clients are serviced to a high standard
- Assisting managers on assignments - both in and, occasionally, out of the office

#### **Skills and Qualities required**

- Minimum of two years' proven accountancy practice experience (in preparation of accounts, business tax, personal tax, bookkeeping and VAT)
- Client service focused
- Commercially aware
- Confident in dealing with clients
- Experience of Iris suite of programs (although not essential as training will be given)
- Proficient and confident with IT, especially MS Office applications and Sage accounts – knowledge and experience of Cloud accounting software would also be welcomed
- Clean driving licence with access to a car for business use

**Qualifications**

- You will be AAT qualified or a finalist
- Or you may be qualified by experience

**Personal Skills**

- Motivated and committed to provide an excellent service to both clients and to colleagues
- Desire to succeed
- A great team player
- Excellent communication skills
- Keen attention to detail
- Ability to multi task and prioritise so multiple deadlines are met

**Working Conditions & Package**

- 40 hours per week
- 21 days holiday per annum
- Salary dependant on experience
- Contributory pension scheme
- Discretionary bonus scheme\*
- PHI scheme\*
- Healthplan cashback scheme\*
- Death in Service benefit\*
- Annual leave trading\*

\*Upon successful completion of probationary period

**To apply email your CV and covering letter telling us why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):**

[vacancies@wrightvigar.co.uk](mailto:vacancies@wrightvigar.co.uk)

**Please quote reference WV16-03**