



## **Job Specification**

**Semi Senior / Accounts Assistant (Part time 24 hours plus; Full time considered)**

**Gainsborough based**

With a minimum of two years' current/recent practice experience you will be looking for a new challenge. You may well be an AAT finalist/qualified or commenced ACCA/ACA studies. You will join our experienced team at Marshall's Yard in offering an excellent service to our clients. Your main tasks include 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
- 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
- Advising clients on most suitable accounting software solutions for their businesses
- 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 two years' proven accountancy practice experience (in preparation of accounts, business tax and bookkeeping and VAT)
- Experience of Iris suite of programs (although not essential as training will be given)
- Proficient and confident with IT, especially MS Office applications, Sage accounts and cloud based accounting solutions such as Xero Excellent verbal and written communication skills
- Excellent verbal and written communication skills
- Good attention to detail
- Focussed on meeting deadlines through effective multi-tasking
- Strong inter-personal skills

- Commercial approach to work
- Clean driving licence with access to a car for business use

#### **Qualifications**

- You will be AAT qualified or a finalist; or may have commenced ACCA/ACA studies
- Or you may be qualified by experience

#### **Personal Skills**

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- A strong team-player
- Excellent organisational skills – a “finisher”
- Professional
- Personable

#### **Working Conditions & Package**

- 40 hours per week
- Flexible working hours
- 21 days holiday per annum
- Annual leave trading scheme
- Salary dependant on experience
- Discretionary bonus scheme \*
- Contributory pension scheme
- Healthplan cashback scheme \*
- Permanent health insurance scheme \*
- Death in Service benefit
- Childcare vouchers

(\*Upon successful completion of probationary period)

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

[john.richmond@wrightvigar.co.uk](mailto:john.richmond@wrightvigar.co.uk)

**Please quote reference WV1702 in all correspondence**