



Job Specification

Business Services Advisor (Audit/Accounts Semi Senior) Lincoln 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. Or indeed "qualified by experience". Your main tasks include preparing accounts and business tax computations. In addition, there may be some bookkeeping, management accounts and VAT return preparation. In return we can offer you a competitive package of benefits in a supportive environment.

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 audit assignments - both in and out of the office

Skills and Qualities required

- Minimum of two years' proven experience in accountancy practice in a multi-disciplined role
- AAT qualified or a finalist; or may have commenced ACCA/ACA studies or "by experience"
- Experienced in working with a wide-ranging portfolio of clients
- Commercially aware
- Focused on meeting deadlines through effective time management
- Proficient and confident with IT, especially MS Office applications, and cloud-based accounting solutions such as Xero and Quickbooks.
- Experience of Iris suite of programs (although not essential as training will be given)
- Clean driving licence with access to a car for business use

Personal Skills

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- Excellent organisational skills – a “finisher”
- A strong team-player
- A self-confident communicator – excellent verbal and written communication skills

Working Conditions & Package

- Full time - 40 hours per week
- Flexible working hours
- 23 days' annual leave plus bank holidays
- 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):

vacancies@wrightvigar.co.uk

Please quote reference WV1908 in all correspondence

By sending an application/CV to Wright Vigar, whether for a specific role or speculatively, you acknowledge you are providing some personal details which we will keep for a period of no more than 12 months, unless you become an employee of the Company.