



Job Specification

Business Services Advisor (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

In this general practice role your main tasks will include preparation of statutory accounts, business tax computations and some involvement with bookkeeping/VAT/management accounts.

In return we can offer you a competitive package of benefits in a supportive environment, with a focus on develop your skills to progress your chosen career

General Responsibilities

- Preparation of accounts for sole traders, partnerships and limited companies with minimal assistance on a day to day basis
- 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
- Occasionally assisting with management accounts, book-keeping and VAT returns for clients if required
- Advising clients on most suitable accounting software solutions for their businesses
- General office duties to ensure our clients are serviced to a high standard

Skills and Qualities required

- Minimum of two years' proven experience in accountancy practice in an accounts only or multi-disciplined role
- AAT qualified or a finalist; or may have commenced ACCA/ACA studies – or qualified 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
- Driven to develop skills
- Excellent organisational skills – a “finisher”
- A strong team-player
- A self-confident communicator – excellent verbal and written communication skills

Working Conditions & Package

- Full time (part time hours would be considered)
- Flexible working hours/conditions
- 23 days' annual leave plus bank holidays
- Annual leave trading scheme *
- Salary dependant on experience
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme *
- Death in Service benefit

*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 WV20/BSA 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.