



Job Specification

Senior Business Services Advisor

Lincoln based

With a minimum of four years' current/recent practice experience you will be looking for a new challenge.

This position is within a small but productive team in our Lincoln office. As well as having your own portfolio of clients to manage with a wide range of needs in various business sectors, you will be expected to be involved with reviewing of the team's work and co-ordinating workflow to ensure client needs are met – and indeed exceeded!

Given the varied role, experience in a general practice role is required. Audit experience is preferred as you may be involved in assignments as needed.

You will be ACA or ACCA qualified.

In return we can offer you a competitive package of benefits in a supportive environment.

General Responsibilities

- To act as an advisor to owner managed businesses on a range of accounts and business issues
- Manage own portfolio of clients, dealing with year end and other issues – developing great working relationships with your clients throughout the year
- Reviewing of accounts and tax computations of other members of the team
- Ensure client needs are met by managing deadlines and workflow
- Preparation of statutory accounts for a range of client types and sizes
- Preparation of business/corporate taxation computations and returns, dealing with routine associated tax queries
- Possible involvement in audit assignments – dependant on need and experience
- Assist the team with all technical aspects of servicing our clients (financial statements, audit, business taxation matters)

Skills and Qualities required

- Minimum of four years' proven experience in accountancy practice in a multi-disciplined role
- Qualified (ACA or ACCA)
- Experienced at managing a wide-ranging portfolio of clients
- Technically excellent
- Commercially aware
- Experience of professional networking is desirable
- 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. Smart use of Excel to increase commerciality of assignments
- 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
- Enthusiasm and desire to succeed
- Excellent organisational skills – a “finisher”
- A strong team player
- Confident in the workplace and dealing with clients
- A self-confident communicator – excellent verbal and written communication skills

Working Conditions & Package

- Full time
- 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/SBSA 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.