



Job Specification

Senior Business Services Advisor

Retford based

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

You may well be a newly qualified ACA/ACCA member or a finalist in exams.

You will be given your own portfolio of clients to manage with a wide range of needs in various business sectors, so experience in a general practice role is preferred. The opportunity to lead audit assignments will be available for someone with relevant experience.

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
- Where experienced - Managing and leading of audit assignments (from planning through to conclusion) for significant audit engagements. (Assisting on audit assignments where previous experience in this area is not as strong).
- 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
- Assist the team with all technical aspects of servicing our clients

Skills and Qualities required

- Minimum of three years' proven experience in accountancy practice in a multi-disciplined role
- Qualified (ACA or ACCA) / Finalist or "by experience"
- 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
- Hybrid working – some home working may be available
- 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 WV21/SBSA(R) 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.