



Job Specification

Audit Semi-Senior

Nottingham 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.

In this general practice role with a focus on audit, your main tasks include being involved in audit assignments in and out of the office, preparing accounts and business tax computations.

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

- Assisting in audit assignments for a wide variety of business sectors – working as part of a team on most occasions
- 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
- 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 audit role or multi-disciplined role
- AAT qualified or a finalist; or may have commenced ACCA/ACA studies
- 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. Along with audit software experience preferred.
- 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
- Flexible working hours/conditions - some home working available in due course
- 23 days' annual leave plus bank holidays
- Annual leave trading scheme *
- Salary dependant on experience
- Support towards relevant professional qualifications (where relevant)
- 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/AS-S(NOT) 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.