



## **Job Specification**

### **Business Services Advisor (Accounts Semi-Senior)**

**Full time**

**Mansfield office**

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 qualified by experience.

Your main tasks include preparing accounts and business tax computations. In addition there will be some bookkeeping, management accounts and VAT return preparation. In return we can offer you a competitive package of benefits.

#### **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
- General office duties to ensure our clients are serviced to a high standard
- Cover for reception as required

#### **Skills and Qualities required**

- Minimum two years' proven accountancy practice experience (in preparation of accounts, business tax and bookkeeping and VAT)
- Experience of Iris suite of programs (although not essential as training will be given)
- Proficient and confident with IT, especially MS Office applications, and cloud based accounting solutions such as Xero and Quickbooks.
- Excellent verbal and written communication skills
- Attention to detail
- Focussed on meeting deadlines through effective multi-tasking
- Strong inter-personal skills

- Commercial approach to work
- Clean driving licence with access to a car for business use

#### **Qualifications**

- You will be AAT qualified or a finalist
- Or you may be qualified by experience

#### **Personal Skills**

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- A strong team-player
- Excellent organisational skills – a “finisher”
- Professional
- Personable

#### **Working Conditions & Package**

- Full time (4 days per week may be considered for an exceptional candidate)
- 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](mailto:vacancies@wrightvigar.co.uk)

**Please quote reference WV22/BSA(M) 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.*