

## **Accountant / Audit Semi-Senior**

<b>Job Title:</b>	Accountant / Audit Semi-Senior
<b>Location / Department:</b>	Office based, Huddersfield, HD2
<b>Salary:</b>	£ Competitive
<b>Hours of Work:</b>	37.5 hours per week – 1/2 hour for lunch
<b>Role Band:</b>	2
<b>Date:</b>	May 2023

### **1 PRINCIPAL ACCOUNTABILITIES**

The role will work across a broad portfolio of owner managed businesses. You will work alongside the Director in a client facing role as well as supervising staff across different levels, playing a key role in their development within the firm.

Duties include:

- Manage a portfolio of audit and accounts clients. The work split will be approximately 80% accounts and 20% audit work.
- Developing a strong working relationship with clients and maintaining regular communications, both at year end and throughout the year as required
- Resolve technical issues with clients and colleagues
- Have the ability to communicate clearly and effectively in a friendly and positive manner
- Assisting and supporting staff at varying levels of qualifications and experience
- Planning and reviewing accounts files that are prepared by other team members
- Responsible for assisting with the audit process from planning through to completion
- Preparing year end accounts, management accounts and tax computations to a high standard
- Complete/review VAT returns as and when required
- Assist clients with accounts, Sage and Xero queries
- Managing the team's workflow and job progress, ensuring all deadlines are met

## Duties (continued)

- Generating sales invoices for completion of clients' accounts and ensure correct billing
- Contributing to weekly team meetings and management team meetings
- Manage your own time and that of others to meet deadlines and deliver an effective service to clients
- Plan assignments effectively, ensuring adequate resources are allocated and that staff are briefed on the requirements of each job
- Driving projects forward and controlling implementation
- Be proactive with regards to business development; seeking new clients and attending networking events as required
- Use networking and contacts to keep up-to-date on current business affairs and to contribute to the development of the client base and the firm
- Driving the creation of up to date articles for the benefit of the website and social media and business publications
- Visit client offices as and when required

## **3 PERSON SPECIFICATION**

- Must be focused and self-motivated
- Able to lead a team confidently and effectively, supporting colleagues and communicating with other members of staff who have various levels of experience
- Able to work well under pressure, use initiative and work to strict deadlines
- Possess good attention to detail and take pride in work undertaken
- Flexible regarding additional hours especially at month end
- Adaptable, open to change and keen to learn new skills
- Courteous and good telephone manner essential

#### 4 TECHNICAL SKILLS/QUALIFICATIONS

##### ***ESSENTIAL***

- AAT qualified
- A minimum of 5 years' experience within an accountancy practice, including 3 year's audit experience
- Experience of planning and delivering work to the highest standard
- Must be numerate and have a good standard of literacy skills
- Excellent knowledge of VAT and Corporation Tax
- Effective communication skills, both written and in person, with experience of attending and contributing to client meetings
- Evidence of a commitment to own continuous professional development and ensuring technical knowledge is current and relevant
- Strong knowledge of Microsoft Office, particularly Excel (including advanced features such as pivot tables)
- Strong knowledge of Sage 50 and Xero

##### ***DESIRABLE***

- Knowledge of IRIS Accounts Production
- Exposure to other bookkeeping software such as:-  
FreeAgent/Quickbooks/Sage 200
- Further knowledge of Excel functions such as Macros
- Use of own car