

## ACCOUNTANT

<b>Job Title:</b>	Accountant
<b>Location / Department:</b>	Office based, Huddersfield, HD2
<b>Reports to:</b>	Accounts Manager
<b>Salary:</b>	Competitive
<b>Hours of Work:</b>	37.5 hours per week – 1/2 hour for lunch Some flexibility may be required according to workloads
<b>Role Band:</b>	2
<b>Date:</b>	May 2023

### 1 JOB PURPOSE

To work within the Accounts Team preparing statutory accounts and other services for a client base of c500 clients.

Operating individually and as part of a team to ensure service levels are achieved within the department.

### 2 PRINCIPAL ACCOUNTABILITIES

- Preparation of year end accounts
- Preparation of tax computations
- Assist clients with accounts, Sage and Xero queries
- Preparation of management accounts as and when required
- Complete/review VAT returns as and when required
- Supervise and provide support, including technical assistance for designated bookkeeper(s)
- Visit client offices as and when required
- Contribute to team meetings
- Actively seek new clients

### 3 PERSON SPECIFICATION

- Able to work well under pressure, use initiative and work within strict deadlines
- Possess good attention to detail and take pride in all tasks undertaken
- Must be focused and self-motivated
- Able to work in a team environment, supporting colleagues when required
- Flexible regarding additional hours especially at month end
- Able to communicate effectively at all levels and have the ability to listen and interpret instructions
- Courteous and good telephone manner essential
- Open to change and keen to learn new skills

#### 4 TECHNICAL SKILLS/QUALIFICATIONS

##### *ESSENTIAL*

- Numerate and a good standard of literacy skills
- Must be computer literate with a strong working knowledge of Microsoft Outlook, Excel and Word
- Good knowledge of Sage 50 Accounts & Xero
- Good knowledge of VAT and corporation tax
- A minimum of 2 years' experience within an accountancy practice
- AAT qualified

##### *DESIRABLE*

- Knowledge of IRIS Accounts Production
- Exposure to other bookkeeping software such as FreeAgent and Quickbooks
- Use of own car