



## JOB DESCRIPTION – Accounts Assistant

<b>Job Title</b>	Accounts Assistant
<b>Location</b>	Bath
<b>Reporting To</b>	Accounts Managers
<b>Key Relationships</b>	Accounts team, Clients, Payroll, Tax and Audit departments

### Job Purpose

As an Accounts Assistant you will prepare financial statements, management accounts, budgets, forecasts and VAT returns for our wide range of clients. You will also be involved in system reviews and assisting clients with their accounting software, so a background in a variety of accounting software would be a great skill to already have.

### Job Role

- To assist with the preparation of statutory accounts for a various range of clients.
- To assist with preparation of year end financial statements/accounts for a range of unincorporated businesses.
- To carry out a variety of bookkeeping assignments for clients, both in-house and at client premises.
- Preparation of management accounts for clients.
- Preparation of HMRC VAT returns for clients.
- Using a variety of accounting software IRIS, Xero, Quickbooks, SAGE etc
- To report on a timely and accurate manner to client queries.
- To keep Accounts Managers informed of job progress and any issues arising.
- To raise the profile of the firm by ensuring clients are fully satisfied by the service and support they receive and that they are aware of all other services.
- Assisting the tax department as needed

### Person Specification

- Strong interpersonal and client handling skills.
- Good written and verbal communication skills.
- Strong numerical skills.
- Good knowledge of Microsoft Office, with a focus on Excel.
- Holds a valid full UK driving licence and has access to a car, as regular travel to client sites is required.
- AAT/ACCA qualification/QBE

### What's in it for you

- Competitive salary
- Annual salary review
- 25 days holiday plus Bank Holidays
- Hours 37.5 per week full time
- Life Assurance (4x Salary)
- Personal Pension, Employer 5% Employee min 3%
- Qualifications: AAT/ACCA/QBE