

Job description: Assistant manager -part qualified accountant

Full Time – Mon – Fri 37.5 hours flexible between 8.30 to 5.30

Pay rate dependent on qualifications and experience

Permanent

The candidate would have recent practice based experience in accounts and taxation for individuals, sole traders, partnerships and limited companies. The role would be varied and would require a willingness and confidence to deal with a wide range of tasks with a high level of care, accuracy and understanding to assist the manager for example: communicating with HMRC, dealing with Companies House, registering businesses for VAT, dealing with client queries and possibly training new staff.

The candidate will be provided with ongoing CPD as well as covering the training fees to qualify for ACA or ACCA. Membership fees will also be paid by the firm.

About Catherine Bennett Ltd:

Catherine Bennett Ltd is a firm of chartered accountants with a chartered tax adviser providing accounting and taxation services including VAT, bookkeeping and payroll. We pride ourselves on our high level of customer service, meeting all deadlines and always achieving the best tax position for individuals, sole traders, partnerships and limited companies from all different sectors.

Skills required include:

Accounting

- Highly competent in preparing accounts for Limited Companies including accurate disclosures and requirements of the FRS102
- Highly competent in preparing accounts for partnerships and sole traders
- Good understanding of rental accounts and furnished holiday let rules
- Iris experience desirable
- Sage experience desirable
- FreeAgent experience desirable.

Taxation

- Able to accurately prepare tax computations for all types of clients
- Able to look for tax saving opportunities for all types of clients
- Able to consider the tax planning by factoring in all aspects from the business to the individual but with due regard to commercial considerations
- Able to prepare and review basic to more complicated tax computations for limited companies, unincorporated businesses and individuals including a strong knowledge of capital allowances regime and non-allowable items
- Recently experienced in preparing self-assessment tax returns for individuals
- Strong knowledge of all aspects of VAT
- Good knowledge of capital gains tax desirable
- Good understanding of CIS regime.

Company secretarial

- Experience preparing dividend vouchers, confirmation statements and updating Companies House as required.

General

- Recent practice based experience minimum 3 years
- Experience working with a paperless system beneficial
- Experience of document management systems, time recording systems and practice management systems preferable
- Experience with Iris preferable
- First class communication skills and be capable of liaising and forming relationships with clients
- To be honest and reliable with high regard to client confidentiality
- Highly IT literate
- Strong interpersonal skills with the ability to train and guide colleagues while accepting guidance, critical feedback or different points of view
- Strong ability to manage time and tasks
- Exceptional attention to detail, and highly organised whilst working to tight deadlines
- Ability to work autonomously and is methodical
- A team player

To apply please send your CV and covering letter to cbennett@catherinebennettaca.co.uk

Full contract terms to be discussed and agreed during interview process