



## **ACCOUNTS ASSISTANT**

**Location: Exeter**

We are looking for a part qualified Accounts Assistant to assist with all aspects of accounts preparation for limited companies, charities, partnerships and sole traders. In addition, you will have responsibility for the preparation of basic tax work relating to the accounts, the preparation of VAT returns and some income tax returns.

You will act as a contact for those clients, in addition to the engagement partner and Manager, dealing with the delivery of our services throughout the year. Therefore, the ability to form relationships with clients and demonstrate knowledge and understanding beyond annual accounting is important.

### **Who are we?**

We are a forward-thinking accountancy firm with a strong team of experienced professionals who work hard to provide exceptional client service. We are based in beautiful Devon with access to beaches, moors, cities and rivers, but have clients based all over the UK and beyond.

### **We are looking for someone to:**

- Undertake accounts preparation using the firm's systems and client care procedures to ensure all department assignments are completed to the same high standard.
- Prepare statutory financial statements for a range of businesses including limited companies.
- Prepare income tax and corporation tax computations relating to the accounts production.
- Investigate and resolve, where possible, problems arising during the assignments and notify your manager of unresolved problems to ensure they are addressed on time.
- Provide an efficient and proactive service to clients to ensure that their needs are fully met.
- Take a holistic approach to advisory services, taking account of the plans and objectives of the business and their owner/ managers.

- Deal with day-to-day client matters and liaise with Partners and staff on general matters and specific one-off projects.
- Accurately complete all assignments within agreed timetables to ensure assignments are completed on time.

### **Person Specification**

- AAT qualified/part qualified or part-qualified ACA/ ACCA (or equivalent) with a minimum of merit passes at AAT where applicable.
- You will be able to work to deadlines and within limited response times
- Committed, accurate, methodical and enquiring approach to work
- Commercially astute, with keen analytical and problem-solving mind
- Ability to work independently, or as part of a team
- Strong interpersonal skills and ability to build rapport quickly with clients
- Excellent written and verbal communication skills
- You will be able to develop and operate complex spreadsheets using Microsoft Excel and be competent in Word and Outlook

### **Note**

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.