

Accounts Senior

Summary of Key Tasks

HWB has a new and exciting opportunity to recruit an experienced, diligent, organised and motivated Accounts Senior to join our busy Accounts team.

Reporting to a Business Advisor, you will be responsible for ensuring all client work assigned to you is dealt with promptly, to a consistently high standard whilst meeting deadlines and within budget.

The successful candidate will:

- ❑ Be fully AAT qualified or qualified by experience
- ❑ Demonstrate strong up-to-date technical knowledge, including FRS102 and the ability to fulfil all aspects of the job description
- ❑ Be client focused and commercially aware with the ability to deliver work to a high standard, to tight deadlines and to budget.
- ❑ Demonstrate excellent verbal and written communication skills with the ability to build rapport at all levels internally and externally
- ❑ Demonstrate good excel skills, including competent use of Pivot tables and CSV files to enable work to be done efficiently.
- ❑ Ideally be experienced in working with IRIS and Xero software for accounts preparation and tax computations

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- ❑ Maintaining excellent client relationships at all times
- ❑ Controlling and taking ownership of accounts preparation work for clients assigned to you
- ❑ Planning, Reviewing and Finalising of Accounts Preparation assignments including preparation, approval and monitoring of budgets; considered review of trainees' work; finalisation of financial statements and presentation of files to the Director for review
- ❑ Ensuring that Accounts adjustments are agreed by client and thereafter processed through the clients accounting system
- ❑ Preparing tax computations, for sole traders, partnerships, LLP's and Limited companies.
- ❑ Monitoring budgets and understanding commercial aspects (billing and collection)
- ❑ Supervising and coaching semi-seniors and trainees
- ❑ Learning to tailor our work programmes to suit client business environment and risks
- ❑ Ensuring that all aspects of company secretarial duties on behalf of clients are completed by set deadlines. Ensuring that changes in details of shareholdings, directorships etc. are reflected in financial statements, statutory books and at Companies House
- ❑ Keeping up to date with all accounting changes by professional reading, research and training courses
- ❑ Identifying specific cross-selling opportunities and monitoring and progressing these with clients

A competitive salary is on offer, dependent on knowledge, skills and experience. We also offer a number of benefits including pension, holiday and life assurance.

If you are interested in this role, please email a covering letter along with your CV to hr@hwb-accountants.com for the attention of Aliyah Ali, HR Assistant.

Should you require further information, please contact Aliyah by email at hr@hwb-accountants.com