

Management Accountant/Bookkeeper Chandler's Ford, Hampshire

An established and successful accountancy firm in Chandlers Ford, we provide accountancy, audit and taxation services to both individuals and companies. We take great pride in providing clients with exceptional results, offering a consistent and proactive service to all.

The Ideal Candidate:

- ❑ Minimum 4 years of working in a practice environment; with at least 2 years' experience at management accounts
- ❑ Qualified to AAT level 4
- ❑ Keen interest in working with new technologies within the bookkeeping and accountancy profession
- ❑ Fully conversant with Microsoft Office packages
- ❑ Adapts well to different software. Working knowledge of Xero, Sage 50, Quickbooks, Autoentry and IRIS
- ❑ Dynamic, intelligent, outgoing and confident
- ❑ Ability to coach, support and develop trainees
- ❑ Good communicator with whom colleagues and clients like to work with
- ❑ Willingness to listen and learn, with a 'can do' attitude
- ❑ Dependable, personable and good at building relationships at all levels
- ❑ Competent, not afraid to be pushed outside comfort zone, problem solver
- ❑ Motivated to provide the highest quality service to our clients
- ❑ Excellent client facing skills
- ❑ Outstanding team working skills showing flexibility when faced with new challenges
- ❑ Excellent time management and organisational skills
- ❑ Friendly, honest and trustworthy

Must have:

- ❑ Possession of a full UK valid driving licence and access to a vehicle for work use
- ❑ Right to work within the UK without sponsorship

Summary of Key Tasks:

Responsibilities include but are not limited to:

- ❑ Completion of bookkeeping, including the reconciliation of all key control accounts
- ❑ Review and finalisation of bookkeeping that has been completed by clients
- ❑ Completion of VAT Returns, including: Returns prepared under the VAT Flat Rate Scheme, Returns prepared under VAT margin schemes, Partial exemption calculations.
- ❑ Review and finalisation of VAT Returns that have been drafted by clients. Including knowledge and understanding of the following VAT schemes and calculations: Partial Exemption, Flat Rate, Second Hand Margin Scheme, VAT rules on Imports and Exports
- ❑ Preparation of management accounts, including: Maintaining fixed asset registers, Calculation of accruals and prepayments, Calculation of deferred and accrued income, Stock and work in progress adjustments, Completion of management accounts working papers file.

- ❑ Preparation, review and posting of opening balance adjustment journals across multiple accounting packages.
- ❑ Assist clients and colleagues to interrogate and understand bespoke and off-the-shelf accounting software and systems
- ❑ Be a primary support contact when in the office for client queries regarding Sage 50 and Xero
- ❑ Maintain good relationships with all clients
- ❑ Be the primary support for Trainee staff whilst they are in the BSI team
- ❑ Effectively delegate assignments to junior members of staff. Provide training and support to staff working on your projects.

We'd love to hear from candidates with the right skill set and qualifications who agree with us that this sounds like a great place to work.