

Accountancy Capital

<https://www.accountancycapital.co.uk/job/accountant-in-practice/>

Accountant in Practice

Description

Job Title: Accountant in Practice

Location: Coventry, UK

Employment Type: Full-time, Permanent

Availability: Immediate Start

Company: Accountancy Practice Firm

Reports To: Senior Accountant / Practice Manager

Job Summary:

Our clients are seeking an experienced and highly skilled Accountant to join our established accountancy practice in Coventry. The ideal candidate will have a strong background in working for an accountancy practice and will be available to start immediately. This role involves handling a diverse portfolio of clients, providing a full range of accounting services, and contributing to the overall success of our practice.

Responsibilities

Key Responsibilities:

- **Client Accounts Preparation:** Prepare year-end accounts, financial statements, and management accounts for a diverse portfolio of clients, including sole traders, partnerships, and limited companies.
- **Tax Compliance:** Manage clients' tax compliance requirements, including preparing and submitting VAT returns, self-assessment tax returns, and corporation tax computations.
- **Bookkeeping:** Oversee and maintain accurate bookkeeping records for clients using various accounting software, ensuring compliance with relevant regulations and standards.
- **Payroll:** Assist in managing client payrolls, including processing salaries, statutory deductions, and preparing relevant reports.
- **Client Liaison:** Act as a point of contact for clients, providing professional advice and support on accounting, tax, and financial matters.
- **Software Proficiency:** Utilize accounting software (e.g., Sage, QuickBooks, Xero) for efficient financial data management and reporting.
- **Audit Support:** Assist in audit preparation and work closely with external auditors to ensure compliance and successful completion of audits for clients.
- **Process Improvement:** Identify opportunities to streamline accounting processes within the practice, enhancing efficiency and client service quality.

Qualifications

Qualifications & Experience:

- **Essential:** Prior experience working in an accountancy practice is mandatory.
- **Education:** AAT, ACCA, ACA, or equivalent accounting qualification (part-

Hiring organization

Accountancy Capital

Employment Type

Full-time

Beginning of employment

1st October 2024

Duration of employment

Temporary

Industry

Accountancy Practice

Job Location

Coventry

Working Hours

9-5

Base Salary

£ 35,000 - £ 38,000

Date posted

September 27, 2024

Valid through

30.09.2024

qualified or qualified).

- Strong knowledge of accounting standards, tax regulations, and compliance requirements.
- Proficient in accounting software (e.g., Sage, QuickBooks, Xero) and Microsoft Office Suite, particularly Excel.
- Excellent organizational skills, with the ability to manage multiple clients and deadlines effectively.
- Strong communication skills, both written and verbal, with a client-focused approach.
- Ability to work independently and as part of a collaborative team in a fast-paced environment.

Job Benefits

Benefits:

- Competitive salary based on experience and qualifications.
- Opportunities for professional development and training.
- Supportive and collaborative work environment within an established practice.

Contacts

Accountancy Capital are leaders in Accountancy Recruitment