



richardson swift

Job Title	Accounts Assistant
Location	Bath
Reporting To	Client Advisers, Associate Directors and Directors
Key Relationships	Accounts, Payroll, Tax, Audit, Admin departments and clients
Job Purpose	
As an Accounts Assistant you will lead client work within the accounts, tax and audit teams to deliver high quality services to clients within set time scales.	
Job Role	
• To prepare and review year-end financial statements/accounts for a range of businesses, including; Limited Companies, Sole Trader. Partnerships, Charitable and not for profit. • Prepare accurate tax computations with related back up schedules. Assist our tax experts by highlighting possible issues. • To carry out a variety of bookkeeping assignments for clients, both in-house and at client premises. • Reviewing management accounts for clients. • Reviewing VAT returns and liaising with clients during finalisation. • Excellent use of a variety of accounting software IRIS, Xero, QuickBooks, SAGE, FreeAgent etc • To respond in a timely and accurate manner to client queries without supervision. • To keep Accounts Managers, Associate Directors, Directors informed of job progress and any issues arising. • To raise the profile of the firm by ensuring clients are fully satisfied by the service and support they receive and that they are aware of all other services. • Build professional relationships with clients during assignments, client meetings and in response to telephone queries addressing issues and identifying additional client needs and recommending appropriate business solutions. • Assisting the tax and audit departments as needed. To build experience you will spend time in each department	
Person Specification	
• 3+ years / minimum AAT qualified or ACA / ACCA part qualified. • Strong interpersonal and client handling skills. Adept at developing relationships with clients and colleagues. • Excellent written and verbal communication skills. • Self-motivated, with attention to detail and can manage own workload. • Good knowledge of Microsoft Office, with a focus on Excel and Outlook • Holds a valid full UK driving licence and has access to a car, as regular travel to client sites is required.	

What's in it for you

- Competitive salary
- Annual salary review
- 25 days holiday plus Bank Holidays
- Hours 37.5 per week full time
- CPD support
- Personal Pension
- Join a busy and friendly team in the heart of Bath

Additional benefits following successful completion of probation period:

- Birthday day off
- Life Assurance (4x Salary)
- EAP app benefits
- Cycle to work scheme