



JOB DESCRIPTION

Job Title:	Accounts Senior
Reports to:	Directly to Managers, ultimately to Partner
Objective:	To ensure that work under their control is carried out accurately, in accordance with the firm's standards and procedures, to the client's satisfaction.
Location:	Cleckheaton
Working hours:	37.5 per week, worked between Monday to Friday

Key Duties and Responsibilities:

- Preparation of company, LLP, charity, partnership and sole trader accounts from incomplete records
- Completion of draft statutory accounts from trial balance
- Corporation Tax and Business Tax computations
- Capital allowance claims
- Supervision and development of trainees
- Completion of detailed commentaries on accounts
- Communication with clients

Person Specification

- At least 3 years' experience in Practice
- Experience of taking on incomplete accounts and completing for manager or partner review
- Good IT skills, including experience of using different accounting packages or systems and Microsoft Word, Excel and Outlook
- Confident communicator, able to liaise with clients and colleagues at all levels
- Accurate, methodical and organised
- Smart and personable