



JOB DESCRIPTION

Job Title:	Accounts Senior – Healthcare
Reports to:	Directly to Managers, ultimately to Partners
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:	Chesterfield or Sheffield
Working hours:	To be agreed

Key Duties and Responsibilities:

- Review and finalisation of partnership and sole trader accounts from incomplete records
- Review and finalisation of draft accounts from trial balance
- Review and finalisation of Limited Company accounts
- Tax computations (partnership and corporate)
- Capital allowance claims
- Personal tax returns
- Partners' individual personal expenses claims
- Supervision and development of trainees
- Completion of detailed commentaries on accounts
- Completion of NHS pensions annual certificates of pensionable profits and relating estimates
- Communication with clients

Person Specification

- At least 3 years' experience in Practice, including experience of preparing accounts for GP practices and NHS Trust clients
- Knowledge of NHS pensions
- 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
- An understanding of how G.P. practices and partnerships are funded
- Confident communicator, able to liaise with clients and colleagues at all levels
- Accurate, methodical and organised
- Smart and personable