



JOB DESCRIPTION

Job Title:	Assistant Accountant (AA1)
Reports to:	Managers and Partners
Objective:	To perform general bookkeeping duties for a variety of clients, including those in the ecommerce, technology, and construction industries
Location:	York
Working hours:	37.5 per week, worked between Monday to Friday

Key Duties and Responsibilities:

- Providing a bookkeeping service in house for clients of the firm including processing and maintaining purchase ledger, sales ledger, and nominal ledger
- Bank Reconciliations
- Preparation of VAT returns
- Manage individual workflow as part of our wider outsourcing team, working closely with clients daily
- Dealing with a varied client portfolio including OMBs, in ecommerce, technology and construction industry
- 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
- Communication with clients
- Knowledge of core app stack e.g. Xero and Dext
- Supporting and coaching of trainees
- Offering Xero training and support to clients

Person Specification:

- AAT4 qualified (preferred) or QBE
- At least 2 years' experience of bookkeeping in Practice
- Effective communication skills, both written and in person, with experience of attending and contributing to (client) meetings
- Good IT skills, including experience of using different accounting packages or systems (ideally Xero) and Microsoft Word, Excel, and Outlook
- Accurate, methodical, and organised
- Smart and personable

Information about the Digital Finance Team:

The Digital Finance Team is based across our Sheffield, Cleckheaton, Leeds and York offices. We offer a total accounting solution to help businesses, which includes:

- Financial Accounting
- Tax & Compliance
- Technology Partnerships
- Bookkeeping, Payroll & Administration
- Business Financial Planning, and
- Virtual Finance Director Service