



Job Specification

Accounts Semi-Senior (Business Services Advisor)

Sleaford office

With a minimum of three years' current/recent practice experience you will be looking for a new challenge.

You may well be an AAT finalist/qualified or qualified by experience.

In this general practice role, your main tasks will include preparation of statutory accounts, business tax computations and some involvement with bookkeeping and VAT. If you have audit assignment experience, then that would be a bonus!

In return we can offer you a competitive package of benefits in a supportive environment, with a focus on developing your skills to progress your chosen career.

General Responsibilities

- Preparation of accounts for sole traders, partnerships and limited companies with minimal assistance on a day to day basis
- Preparation of business tax computations and associated schedules
- Working within the accounts team you will help service a portfolio of clients, dealing with year-end and other ad-hoc issues throughout the year
- Occasionally assisting with book-keeping and VAT returns for clients if required
- Assist with audit assignments if required
- Advising clients on most suitable accounting software solutions for their businesses
- General office duties to ensure our clients are serviced to a high standard

Skills and Qualities required

- Minimum of three years' proven experience in accountancy practice in an accounts only or multi-disciplined role
- AAT qualified / finalist; or qualified by experience
- Experienced in working with a wide-ranging portfolio of clients
- Commercially aware

- Focused on meeting deadlines through effective time management
- Proficient and confident with IT, especially MS Office applications, and cloud-based accounting solutions such as Xero and Quickbooks.
- Clean driving licence with access to a car for business use

Personal Skills

- Motivated and committed to provide an excellent service to both clients and colleagues
- Enthusiastic and desire to succeed
- Driven to develop skills
- Excellent organisational skills – a “finisher”
- A strong team-player
- A self-confident communicator – excellent verbal and written communication skills

Working Conditions & Package

- Full time
- 23 days' annual leave plus bank holidays
- Annual leave trading scheme *
- Support towards relevant professional qualifications (where relevant)
- Salary dependant on experience
- Contributory pension scheme
- Healthplan cashback scheme
- Permanent health insurance scheme *
- Death in Service benefit
- Wellbeing support

*Upon successful completion of probationary period

To apply email your CV and covering letter setting out why you want to work for Wright Vigar and detailing your experience and current/most recent salary to John Richmond (HR Manager):

vacancies@wrightvigar.co.uk

Please quote reference WV24/BSA(SLEA) in all correspondence

By sending an application/CV to Wright Vigar, whether for a specific role or speculatively, you acknowledge you are providing some personal details which we will keep for a period of no more than 12 months, unless you become an employee of the Company.