

Accounts, Tax and Audit Senior

Direct Applicants Only - No Agencies Please

Introduction

We are looking for a qualified (ACCA or ACA) accountant to help manage our growing portfolio of clients.

The ideal candidate should have at least 4 years' experience working in an accounting practice. This is a precondition to apply for and, if selected, succeed at this role.

Your current role must include duties as below. You will now be looking to upgrade to a London firm where you can work with growing and entrepreneurial clients to further improve your technical knowledge.

About us

We are an established four partner practice based in the West End, just off Harley Street.

We deal with owner managed businesses and private clients, offering the traditional audit, accounts, personal and business tax, VAT, PAYE, company secretarial, etc. compliance services together with tax planning / consultancy services and HMRC tax investigations work.

Whilst a majority of our clients are based within the London M25 radius, we also have clients in Europe, the USA, Kenya, the Channel Islands, Isle of Man, Switzerland and Gibraltar.

We use Sage, Quickbooks, Xero and Excel for client bookkeeping assignments and for final accounts, personal and business tax returns and company secretarial work, we use IRIS software.

We maintain an extensive online (Lexis Nexis Tolley Library, Tolley Guidance, etc.) and paper library of tax, audit and accounting books, publications and manuals.

All our qualified staff attend regular CPD training courses run by SWAT UK, based on individual training needs, as discussed and agreed with their reporting partner.

Please visit our website www.arithma.co.uk for further information about us.

The role

Reporting directly to a partner, you will be part of the delivery team on accounts and tax compliance services to a wide range of OMBs and private clients. The role involves plenty of interaction with clients and third parties. You will be responsible for the day to day management for a portfolio of clients.

You will review / prepare sole trader, partnership and company accounts from clients' electronic data files and source documents right up to completion, together with relevant tax returns. You will also assist on a few audit assignments from initial planning, fieldwork and completion of the assignment.

Role split

- Audit 15%
- Accounts preparation and review 45%
- Personal and corporate tax compliance 20%
- Bookkeeping and VAT returns review 10%
- One off advisory work 10%

Key responsibilities

- Preparing sole trader, partnership and company financial accounts to completion
- Prepare business and personal tax computations / tax returns
- Review accounts, tax and VAT returns prepared by fellow team members
- Identifying and communicating changes to clients systems and procedures to add value
- Technical research on accounting, audit and tax issues, as required
- Participate and contribute at client review meetings
- Deal with HMRC correspondence including responding to enquiries
- Training and development of junior staff

Key competencies

- Excellent inter-personal skills to be able to liaise with clients, team members and third parties
- Good written communication skills are necessary
- Ability to draft correspondence to clients and HMRC to explain technical issues in an easily understandable manner
- Must be up to date on accounting and taxation matters applicable to OMB's and private clients
- Must be able to plan workload to manage timely delivery of assignments
- Meeting deadlines and responding to client needs
- Engage in team work, supervise team members and support partners

Key experience/skills:

- Must be committed and focussed on career progression
- Minimum 4 years of work experience in a UK accounting firm is required
- Technically capable on tax issues affecting OMB's and private clients to assist in identifying tax planning opportunities
- Demonstrable experience of managing people
- Strong IT skills (Microsoft Excel, Word, etc.)
- Experience in using IRIS accounts and tax software and Xero is desirable

How to apply

If you wish to apply please send your CV and a covering letter via email to hr@arithma.co.uk. Applications sent by post will not be considered.

Due to the large number of applications we receive, unfortunately we cannot respond to each individual applicant. If you do not hear from us within four weeks, your application may have been unsuccessful on this occasion.