

### **Accounts Semi-Senior**

As this is a semi-senior role the position would be best suited to someone experienced in accounts preparation but perhaps currently without the experience of dealing directly with clients in order to carry out bookkeeping, VAT returns or other ad hoc tasks as part of our service proposition.

In brief, duties to include (but not a comprehensive list)

- Preparation of accounts to Trial Balance stage for both incorporated and unincorporated clients
- Bookkeeping duties
- Preparation of VAT returns and management accounts
- Data entry for CT and IT returns
- Liaising with clients directly to ensure statutory compliance and general advice on a variety of topics
- Involvement in several internal team projects to assist the practice in its ongoing growth and development
- Possible assistance to payroll department and provision of cover when necessary

At Burton Beavan we appreciate that relevant experience is as important as relevant qualifications. It is for this reason that we believe the ideal candidate will have at least 2 years experience working within an accountancy practice.

Due to the emphasis we place on relevant experience here at Burton Beavan for this particular role we would also welcome applications from people who have the relevant work experience but may not currently have any formal accounting qualifications.

Proficiency in the use of Sage and IRIS is particularly advantageous, although not essential as training and support will be available. A working knowledge of other systems including Xero, FreeAgent & Quickbooks is also desirable. Competency in Microsoft Excel and Word is a prerequisite.

We are looking for candidates who have a commitment to learning and who are able to work under pressure to time constrained deadlines. Applicants should have the desire to develop the necessary technical skills and competences to be able to support their colleagues in providing an exceptional service to our clients and in doing so contribute to driving our business forward.

To be considered for this role please submit all applications to [\*\*recruitment@burtonbeavan.co.uk\*\*](mailto:recruitment@burtonbeavan.co.uk)