

## Accounts Supervisor

**Scope for:** Progression to Client Manager

**Office Hours:** 09:00 to 17:30 - 37.5 hours per week

**Place of Work:** Bournemouth

**Salary:** £26,000-28,000

Here at Intouch Accounting we are a dynamic and rapidly growing, chartered accountancy firm, occupying recently refurbished premises based on the outskirts of Bournemouth. We're currently experiencing very significant growth and are actively looking for a Tax Supervisor to join our elite team. We are a technology driven firm of Accountants, specialising in the provision of accountancy, taxation and business advice to Limited Company consultancy businesses. We offer a bespoke on-line accounting solution, which is tailored specifically to our clients, along with delivering the highest level of service.

### Scope of the role

The position requires experience gained within an accountancy practice with exposure to dealing with tax related questions, both business and personal, and a proven ability to review accounts, tax returns and assist with managing a support team. The candidate will work alongside Managers in a high performing team, reporting to the Director of Accounting and Tax. As your skills are developed you will have responsibility for directly supporting Managers with client based queries.

### Duties will include but not be limited to the following:

- Oversee and monitor the process for preparing sets of accounts for limited companies
- Oversee the support team to complete all tasks to assist with the day to day operations for existing clients.
- Preparation of Accounts and flat rate VAT returns in accordance with agreed targets.
- Review client's accounts objectively and identify opportunities to give good advice
- Ensure that all work is completed in accordance with internal service level agreements
- To review work completed by junior staff for adequacy and completeness and to participate in job appraisal reviews
- Assisting and guiding junior staff members in general accounting and related administration matters To develop and maintain a strong level of technical knowledge required for small limited companies
- The ideal candidate will possess a mix of good practical of accounting experience with more than 12 months 'hands on' experience, gained within a small to medium sized accountancy

firm, combined with a general base of tax knowledge of small company taxation, VAT and PAYE matters

- The Supervisor of Accounting should be able to demonstrate some commercial awareness and have experience of managing multiple tasks. The role requires individuals who are client service focused and appreciate the importance of building and developing a strong relationship with clients. Successful candidates will work towards defined performance measures with KPI's reporting directly to a Director.

It is preferable that you hold an appropriate qualification in accounting or be able to demonstrate practical experience in all of the relevant areas. Support for further qualification is available where appropriate.

This role would ultimately suit an individual who is driven, ambitious and who wants to develop their career and progress into owning a portfolio of their own clients whilst gaining considerable commercial experience.

In return we offer a very positive work environment, with a strong focus on delivering a great client service, using bespoke and modern technology.

Strong candidates will develop quickly and be rewarded on their merit, taking advantage of opportunities which become available sooner than working in general practice.

If you are interested in applying for this role please send your CV with a covering letter to [beckie.charles@intouchaccounting.com](mailto:beckie.charles@intouchaccounting.com).