

VAT Support

Scope for: Acquiring experience in accounting and potentially tax administration

Office Hours: 09:00 to 17:30 (37.5 hours per week)

Place of Work: Bournemouth

Salary: Depending on experience £13,000-£15,000

Here at Intouch Accounting we are a dynamic and rapidly growing, professional accounting services business based in Bournemouth, who is looking for a VAT Support to join our existing team.

As a technologically driven firm of Accountants, we specialise in the provision of accountancy, taxation and business advice to professionals trading through their own Limited Companies. We offer a bespoke on-line accounting solution, which is tailored specifically to our clients, along with delivering the highest level of service.

The role is in support of the managers in delivering the key services to clients and will include interaction with the end client.

It is essentially the processing and reconciliation of accounting transactions provided by clients via a bespoke online accounting system; and includes the review and correction of accounting and tax related data provided, completion of reconciliations and the compilation of draft returns, statements and reports for the managers according to standard templates and electronic processes.

Whilst centred on accounting processes the role potentially includes areas of tax administration, preparation of standard tax forms and online submission on behalf of clients, with the opportunity to focus on either in the longer term. This position would suit you if you have proven numerical skills, previous experience working in a purchase, sales or reconciliation role of an accounts department within either commerce, financial services, HMRC or the accounts / tax department of a firm of accountants. This role does not require formal study towards a qualification and may be especially attractive if you are returning to employment having previously gained practical experience in the specific areas and / or if you are not looking to complete a professional qualification.

The role includes:

- Review of basic accounting data provided by clients and the associated reconciliations, the identification and reporting of errors according to system and process requirements (fully trained) and the entry of accounting corrections. Including basic sales and bank account reconciliations and the resolution of transaction queries.
- Compilation, using internal systems, of draft VAT returns (Flat Rate Scheme), and the presentation of Returns for review. Reconciliation of VAT accounts.
- Assisting with the incorporations of Limited Companies.
- Updating Companies House records and the compilation of forms for submission to Companies House.
- Updating internal databases.

- Document management.
- Administration of agent authorisation and HMRC online gateway.
- VAT Registration and Deregistration, Scheme updates and Flat Rate Management.
- PAYE Scheme set up, registering individuals for Self-Assessment etc.
- Processing changes to 'client employee' Tax Codes.
- Reconciliation of HMRC statements of account.

The role requires the ability to understand and apply internal processes including database work and a good general grasp of IT. Our online systems are mainly bespoke, accordingly full in-house training will be provided on all systems, standards and processes relevant to the responsibilities of the role.

In addition to the practical skills, the role requires the individual to have exceptional attention to detail, a professional, confident and friendly demeanour; to be well-spoken with an ability to provide explanations in a clear and concise way; good written English with the ability to compile well structured, grammatically correct emails.

In return we offer a very positive work environment, with a strong focus on delivering a great client service, using bespoke and modern technology. We have a high performance culture and strong candidates will develop quickly and be rewarded on their merit.

If you are interested in applying for this role please send your CV along with a covering letter to beckie.charles@intouchaccounting.com.