

Accounts Assistant

Scope for: Accounting professional to increase our financial and commercial experience

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

Place of Work: Bournemouth

Salary: Dependent on experience £16,000-18,000

Here at Intouch Accounting we are a dynamic and rapidly growing, professional accountancy firm based in Bournemouth and we are looking for an experienced Accounts Assistant to join our elite team.

We're a technology driven firm of Accountants, specialising in the provision of accountancy, taxation and company advice to Limited Company contractors. We offer a bespoke online accounting solution, which is tailored specifically to our clients, along with delivering the highest level of service.

The ideal candidate will require a good mix of accountancy knowledge obtained through general practice experience, ideally from within a small accountancy firm. You will be client focused and appreciate the importance of building and developing a strong relationship with clients. It is also imperative that you have a sound practical knowledge of preparing Limited Company accounts including draft Corporation Tax computations. If you have additional knowledge of other areas of accountancy and taxation this would be highly advantageous.

It is essential that you are part qualified AAT as a minimum and you will naturally have a desire to further study to increase your accounting knowledge.

This role will have responsibility for:

- Assistance in the compilation of yearend accounts, recording end of year reconciliations and the resolution of outstanding queries.
- Preparing and querying VAT returns for clients on flat rate, standard, quarterly and annual schemes.
- Maintaining internal databases and client records: internal document management associated with client related matters.

In addition to the technical skills the Accounts Assistant will possess strong administrative, time management, communication and interpersonal skills to ensure that clients receive a faultless and exemplary level of service at all times. You will be able to work professionally within a team and be computer literate, with experience of Excel.

This role would ultimately suit an individual who is driven, ambitious and who wants to develop their career, increasing their financial and commercial experience, whilst also adding to their existing strengths of customer care and communication.

In return we offer a very positive work environment, with a strong focus on delivering a great client service, using bespoke and modern technology as well as study support for the right candidate. We have a high performance culture and 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 frances.bridge@intouchaccounting.com.