



## Accounts Supervisor

**Office Hours:** 09:00 to 17:30 - 37.5 hours per week  
**Place of Work:** Bournemouth  
**Salary:** £26,000-28,000

### About us

Intouch are an accountancy firm specialising in providing our services to freelancers and contractors who trade through UK registered Limited Companies. Unlike traditional firms of accountants our business is conducted over the phone and online using a bespoke technology platform. We're a young business with a fast paced, fun culture and ambitious growth plans. We're looking for a dynamic and ambitious Accounts Supervisor to join our team.

It's a very exciting time to be joining Intouch. Having recently joined the Brookson Group, we are part of a growing business, part of a nationwide group with over 20 years experience in providing professional services to the flexible workforce. As well as the support to make our ambitious growth plans a reality, the Group offers a great range of employee benefits including:

- Perkbox Platinum membership for discounts on shopping, restaurants, holidays and more
- Free Financial and Mortgage advice plus Life Assurance
- Enhanced maternity/paternity/adoption leave plus childcare vouchers
- 5% pension contribution
- Access to training resources, both professional and on the job plus personal development opportunities
- Holiday starting at 25 days, plus bank holidays and your birthday off!

We have a high performance culture and strong candidates will develop quickly and be rewarded on their merit, taking advantage of opportunities for promotion. We'd love to welcome motivated, talented new people to join us in our bright future.

### About the role

The Accounts Supervisor will work alongside Client Managers in a high performing team, and with the following responsibilities:

- Overseeing and monitoring the process for preparing sets of accounts for limited companies
- Overseeing the support team to complete all tasks to assist with day to day operations for existing clients
- Preparation of Accounts and VAT returns in accordance with agreed targets
- Reviewing client's accounts objectively and identifying opportunities to give good advice



- Ensuring that all work is completed in accordance with internal service level agreements
- Reviewing work completed by junior staff and to participate in job appraisal reviews
- Assisting and guiding junior staff members in general accounting and related administration matters
- Developing and maintaining a high level of technical knowledge required for small limited companies

### About you

Our ideal Accounts Supervisor will have good practical hands on accounting experience gained from a small to medium sized accountancy firm plus general tax knowledge including small company taxation, VAT and PAYE matters. This role would be great for you if you're driven, ambitious and wants to develop your career and progress into owning a portfolio of your own clients.

The perfect candidate will:

- Have a passion for delivering great client service and developing strong client relationships
- Be able to manage multiple tasks in a busy working environment
- Have a proven ability to review accounts and tax returns
- Be able to assist with managing a support team
- Have experience dealing with tax related questions, both business and personal
- Ideally hold an appropriate qualification in accountancy although support for further qualification is available
- Be keen to develop their skills towards taking on more responsibility

If this sounds like the Accounts Supervisor role for you, please send your CV with a covering letter to [HR@intouchaccounting.com](mailto:HR@intouchaccounting.com)