

ACCOUNTS/TAX ASSISTANT

Staff Accountant

OUTLINE JOB DESCRIPTION:

To prepare accounts to trial balance stage (or beyond) and to carry out a variety of tasks consistent with a public accounting practice.

- Data analysis and computer input work,
- Basic book-keeping including computer records
- Input and process financial, payroll, and accounts data.
- Preparation and filing online of VAT Returns & Intrastat Report
- Assisting wages/tax departments
- Production of full sets of accounts and appropriate tax computations
- You will from time to time need to assist colleagues in special projects, presentations, etc.

In addition to the duties above, you may be required to carry out such tasks as may reasonably be required, and from time to time, to achieve the above job purposes. Your duties may include tasks of a purely administrative nature.

REQUIREMENTS

	Essential	Desirable
Microsoft Word – Intermediate level	✓	
Sage software		✓
Microsoft Excel	✓	
Internet		✓
Maths GCSE A-C or higher	✓	
IRIS Accounts Production		✓
Clean Driving Licence		✓

Training will be given where required, particularly on our own in-house systems.

PERSONAL SPECIFICATION

- A flexible, positive and “can-do” attitude;
- Ability to deal with deadlines;
- Professional Accounting Office experience an advantage;
- Flexibility and confidentiality are essential