

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Accounts Assistant
Job Level: Level 2 / 3
Department: Business Team
Location: Norwich/Ipswich/Diss
Hours: Full time (37.5 hours per week)

About this role:

An excellent opportunity has arisen to join us in our Business Team, looking after accounts and tax returns for limited companies, sole traders and partnerships.

The team works across our offices in Norwich, Diss and Ipswich. While the role will primarily be based in one of these locations, you may occasionally be asked to work at one of our other offices or at clients to best support the team.

The successful candidate will work closely with our team and clients.

Essential Skills and Experience

- AAT qualified (or nearly qualified)
- Experience in accounts production and preparation of tax returns.
- Experience in using Microsoft packages and cloud accounting packages.
- Proven ability to adapt quickly to changing deadlines and priorities.
- Maths and English GCSE (or equivalent)
- Ideally 3 A levels or equivalent
- Ability to demonstrate excellent customer service to clients
- Self-motivated and ability to prioritise workload and meet deadlines
- Good attention to detail and accuracy
- Excellent communication skills

Desirable Skills and Experience

- Xero and QBO certifications

The successful candidate will have the opportunity to apply to study the ACA/ACCA qualification once passed the probation period.

We think that this role is a full-time role, 37.5 hours per week (Monday – Friday) however we are happy to talk part time and flexible working options.