



Webb Teasdale Accountancy Ltd

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Qualified Practice Accountant (AAT or Equivalent) South Oxfordshire

Permanent, Full-Time

Salary: £30,000 - £40,000 pa

We are a well-established practice based in South Oxfordshire, who are looking for an individual to join their friendly team to take responsibility for managing a varied portfolio of clients.

Summary

We are looking for an experienced individual to support clients in providing professional accountancy services to owner managed business clients. Someone who would be willing to assist and support our growing client portfolio.

Duties will include

- You will be managing a portfolio of clients who range from small business owners to medium size companies
- Working on a variety of accounting software packages.
- Preparation and review of management and year end accounts for company, partnership, and sole trader accounts
- Ability to improve working papers, accounts checklists and to review client systems for anti-money laundering reporting requirements
- Personal and Business Tax duties
- Preparation of VAT calculations and VAT returns (flat rate, cash or accrual basis)
- Meeting and liaising with clients; in person, via email and by telephone regarding year end and management accounts and any other enquiries
- Dealing with staff queries on clients' accounts preparation and other practice matters

Profile – The successful candidate should have

- AAT or equivalent qualification is essential
- Previous experience of working in practice
- Excellent written and verbal communication skills
- Strong accounts preparation skills and knowledge of current UK financial reporting requirements
- Knowledge of Corporation and Income tax
- Proficient in Microsoft Office
- Methodical and practical approach with high level of attention to detail
- A self-motivator
- Driving licence and own vehicle is essential as the bus route is not accessible from our office

Some provision for flexible working is available, but a regular office presence is encouraged.