



BARRETT S

CHARTERED ACCOUNTANTS  
CHARTERED TAX ADVISERS

## Accounts Senior Vacancy Details

### About Barretts

Barretts are more than just accountants and tax advisers; we're a team that provides advice which is affordable, commercial, practical and above all else, relevant to our clients. We pride ourselves on being a small, friendly practice that gives a first class service. In order to do this, we invest in the continuous development of our staff. We pay for your ongoing CPD costs, so that you have the necessary skills and experience to carry out your role effectively, whilst giving you the opportunity to develop your career. We offer lots of varied and interesting work from a variety of business types and sectors. We now wish to recruit an Accounts Senior to help service our growing client base.

### Job Description

As an Accounts Senior you will be providing a range of services to our clients. This includes, but is not limited to:

- Writing and analysing accounting records to create annual accounts and prepare VAT returns.
- Making tax calculations and adjustments and undertaking tax return preparations for sole traders, partnerships and limited companies.
- Assisting with client payroll and auto enrolment tasks.
- Administering company secretarial duties.
- Liaising with and meeting clients.

You will be working with clients with varying business structures, from sole traders and partnerships through to limited companies. Our clients come from a variety of business sectors, including farming, tourism, service industries and property based businesses.

This is a client facing role and so you will need to be confident in communicating with clients and third parties.

### The Package

<b>Salary and benefits:</b>	£20,000 - £25,000 dependent on experience and qualifications. This post may be offered with a training contract for ongoing study.  Holidays - 5 weeks and 2 days plus bank holidays. The 2 additional days are required to be kept for the Christmas shut down. Pension contributions will be matched by the employer under the current auto-enrolment regulations. Death in service benefit provided.
<b>Contract type:</b>	Permanent, full time – 35 hours a week.

<b>Location:</b>	Based at the firm's Newton Abbot Office, with the possibility of visiting clients across Devon and Cornwall.
<b>Reporting to:</b>	The Directors, but reporting to the Practice Manager on a day to day basis.

## **Person Specification**

### **Essential skills required:**

- A minimum of 2 years practical experience
- Experience of working in an accountancy practice and preparing accounts, tax and VAT returns
- Experience of meeting with and liaising directly with clients
- A self-starter who can work on your own or as part of a team
- Good inter-personal skills
- Excellent IT skills using Microsoft Excel, Word and Outlook
- Professionally presented

### **Desirable skills, which are not necessary, but would be an advantage:**

- Qualified to Association of Accounting Technician (AAT) level
- A working knowledge of the Iris accounts system, although full training will be given
- Access to own car/transport for attending training courses and visiting clients