



Job Title:	Qualified Accountant	Job Category:	N/A
Department/Group:	Business Services	Job Code/Req#:	N/A
Location:	Blackburn	Travel Required:	Yes
Level/Salary Range:		Position Type:	Permanent
HR Contact:	Lisa Kennerly - Director	Date Posted:	N/A

Job Description

Technical Skills

- Good working knowledge of UK Financial Reporting Standards.
- Good working knowledge of ISAs.
- Good working knowledge of personal income and capital gains tax matters.
- Good working knowledge of UK corporation tax computations.
- Good working knowledge of VAT.
- Commitment to enhancing knowledge and skills through formal and informal development.
- Proficient in Microsoft Office Applications including Excel, Word, Powerpoint and Outlook.
- Experience of statutory accounts preparation software.
- Experience of corporation tax computation software.
- Experience of audit software.

Duties

- Review of financial statements & tax computations
- Preparation of management accounts.
- Preparation of statutory financial statements for non-audit assignments.
- Preparation of corporation tax computations.
- Preparation of sole trader tax computations.
- Preparation, with assistance, of VAT returns.
- Planning, managing and completing audit files
- Assisting in completing audit assignments
- Assisting with ad hoc projects.

Management

- Supporting Associate & Directors levels in achieving firm objectives.

Soft Skills

- Excellent written and oral communication.
- High level of personal integrity and honesty.
- Ability to work both independently on own initiative, and as part of a team
- Good organizational skills.

Business Development

- Attendance at reasonable request to networking opportunities.
- Supporting Marketing
- Delivering Presentations internally and externally