

## Accountant

We are looking for an accountant with practice experience and relevant qualifications to join our owner managed business team reporting to the team manager or partner.

Your work will include:

- Responsibility for a portfolio of limited companies, partnerships, LLPs and sole trader clients including the preparation of accounts and related business tax computations and ad hoc reports etc.
- Preparation of charity accounts, independent examinations, receipts and payments accounts, PCC accounts.
- Reviewing/completing self assessment tax returns for sole trade, partnership and limited companies.
- Training and reviewing the work of juniors and students, and providing business tax and accounting assistance to other teams as required.
- Providing routine tax, accounting and general commercial advice to clients.
- Assisting in providing pro-active advice and responding to client queries.
- Ensuring filing deadlines for accounts and tax returns (Companies House and HMRC) are met.
- Dealing with company secretarial matters (annual confirmation statements etc).
- Communicating with managers and partners and other teams on a daily basis.
- General admin tasks such as billing, anti money laundering, engagement letters etc.

## Knowledge skills and attributes

- ACA or ACCA qualified or qualified by experience.
- Relevant recent practice experience and good technical knowledge of accounts preparation and tax compliance.
- Supervisory experience of accounts staff.
- Strong interpersonal and communication skills, both written and oral, to enable you to deal with clients, team members and colleagues.
- Able to plan use of time effectively and work autonomously.

## Training

- On the job training initially, supplemented by In house courses and other continuing professional development.

## Salary

- Commensurate with qualifications and experience.

Before applying please refer to our Privacy Policy for Job Applicants on the Careers section of our website.

If you require any further information please email [cindy.smith@fletchpart.co.uk](mailto:cindy.smith@fletchpart.co.uk)

To apply please either complete our online Experienced Hire – Application form or send a cover letter and current CV to:

**Mrs Cindy Smith**  
[cindy.smith@fletchpart.co.uk](mailto:cindy.smith@fletchpart.co.uk)

**Tel: 01722 327801**