

## Accounts/Audit Senior Permanent

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Company: First Recruitment Services

Location: Edenbridge

Category: other-general

Position: Accounts / Audit Senior Salary: £30,000 – £40,000 per annum depending on experience plus very good company benefits. Possibility for study as part of the package.

Location: Edenbridge, Kent Hours: Monday – Friday – 37.5 hours per week. Currently working hybrid but looking to return to the office soon Plenty of parking at the office and close to the nearest station. We are delighted to be working alongside our very established and highly reputable accountancy based client as they seek to recruit an accounts senior to join their busy and friendly team Superb opportunity to join an excellent business. Duties: Accounts / Audit. Plan, carry out and assist with the preparation and completion of accounts/audits at client's premises or at company offices for director or managerial review. Amendment and updating of files following director or manager review Completion of periodic and statutory accounts Completion of accounts/audit preparation programmes Completion of money laundering documentation Ensure correct disclosures in accordance with Companies Acts Ensure work is carried out promptly and efficiently within budgets and deadlines Prepare Financial Reporting Review and Benchmarking reports Identify possible improvements to client systems Assisting the Director/Manager in the planning and completion of accounts and audit work Identify opportunities to sell other products or services Identify situations where new systems can be created to simplify and facilitate working practices. Business/Personal tax Prepare business tax computations (corporate and non corporate) Identify disallowable expenditure Prepare P11D's Assist/prepare draft personal tax computations or returns Main Responsibilities: To act in a professional manner at all times to both clients and other team members To produce information for clients or other team members in a timely and efficient

manner and within the deadlines set for you by either clients, HMRC, or the Firm To advise your line manager of any important client issues/problems as soon as possible (including any money laundering suspicions) Put client information/records away when not using them to ensure confidentiality Not to discuss client affairs outside of the office to ensure client confidentiality Investigation of any matters that need further confirmation by yourself, the directors or a client. This may involve contacting HMRC or other relevant organisations. Advising the relevant director of any problems so that they can discuss this with the client if necessary and can respond to any contact from the client on a particular issue. Computer skills required: Experience of using the following computer systems: Iris, Excel, Sage 50 accounts, Word Additionally there will be some use of Quickbooks, KashFlow or Xero and other packages as appropriate. This is an excellent opportunity to join a superb business. Opportunity to progress to Client Manager role Please apply now for immediate consideration! Short listing will take place soon! Wild Recruitment Ltd T/A First Recruitment Services is acting as an Employment Agency in relation to this vacancy.

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