

Accounts Senior

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Company: TPF Recruitment

Location: Edenbridge

Category: office-and-administrative-support

TPF Recruitment is recruiting for an excellent opportunity for an Accounts Senior to join a fantastic chartered accountancy practice based near Edenbridge. Our client is a well-established, multi-partner and relaxed firm of chartered accountants who operate in a general practice capacity, providing their clients with a wide array of services across accounts, tax, audit, bookkeeping, VAT, Payroll etc.

Their clients are made up of sole traders, ltd companies and LLPs, across a mix of sectors and with turnovers up to circa £30m. The remit of the position can be built around the applicant's experience and aspirations, but you will mainly be responsible for:

Preparation of financial accounts for sole traders, partnerships, limited companies and larger groups.

Assisting with monthly or quarterly management accounts, including posting journals of accruals, prepayments, and depreciation.

Maintenance of client's accounting records and reconciliations including bookkeeping, processing of client data and dealing with queries.

Preparation of VAT returns.

Preparation of self-assessment tax returns.

Preparation of corporate tax returns.

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