



JOB PROFILE

JOB TITLE: **Part Time Accountant**

REPORTS TO: Joanna McGovern

DATE COMPLETED: February 2022

LOCATION: 12 Old Bexley Lane

HOURS: 25 per week, flexible but expected to be during normal office hours, Monday through Friday, 9.30am to 5.30pm

Apply with your CV by email to BPB@BPB.Accountants

Background & Scope

Brendan P Byrne and Co Ltd, is a small firm of tax accountants in practice operating across Kent, with the main office in Bexley, Kent.

The practice in Bexley has c.500 clients who all require tax compliance services, including book-keeping, accounting, tax returns, payroll and vat. In the main these are small local business. The office needs expert support from an experienced **Part Time Accountant**, to assist the director and other members of the team to provide these services.

Role specific accountabilities:

Tax and Accounting Duties:

- to operate and accurately maintain the database, payroll and various accounting software packages in use
- using the software provided input data for accounts, vat and personal self-assessment / corporation tax return production, for clients which could be Companies, Individuals, Partnership/Sole Trade Businesses.
- keep appropriate evidence, perform necessary calculations and computations, validate all work using suitable reconciliations.
- manage a portfolio of clients in terms of book-keeping and monitor their deadlines throughout their cycle using on-line software performing:
 - i) Bank postings and reconciliations
 - ii) Vat calculations and submissions
 - iii) Sales and purchase ledger maintenance
 - iv) Journals where necessary
- assist clients with their obligations to update HMRC with CIS and payroll data on a monthly basis
- proactively research and deal with client records using 'incomplete records' methodology
- produce annual financial statements, compliant with GAAP, although not audited but using the same techniques and disciplines.
- use Excel to produce or extend analysis and spreadsheets produced in-house or by clients
- maintain clients statutory records and input data onto Companies House
- input and check data on HMRC online systems
- work coherently on accounting data tasks with other staff or partners

- keep up to date with changes in vat, paye and other tax legislation and regulations, and apply knowledge
- be respectful of client's records, be orderly and keep all data confidential, be vigilant with all data to ensure details are not overlooked, misused or mislaid, and returned complete
- be responsible for updating progress boards, monitoring priority upcoming deadlines, rescheduling workload where needed

General Office Duties:

- update internal databases for client information in accordance with GDPR protocols
- supervise the set up new client files including performing risk assessments and anti-money laundering procedures
- develop a good understanding of the BPB policies, procedures and manuals
- if necessary open post, date stamp and distribute as directed, frank & send outgoing mail
- answer incoming telephone calls and manage client expectations in terms of their queries or escalate as necessary
- manage time recording in order to keep unbillable hours to a minimum
- any other ad hoc duty as requested by senior management

Knowledge, skills and experience:

Attributes	Essential criteria	Desirable criteria
A team player with a self-confident approach	2 A levels or the equivalent, 4 GCSEs, including English and Maths	Degree in finance, accounting, IT, business studies or similar.
Smart business-like presentation	Highly proficient in Microsoft packages particularly Excel	Intermediate Excel trained
Helpful, cheerful attitude	4 years' work experience in an tax / accounting practice environment at a semi-senior level.	AAT or similar achievements in an accounting qualification
Neat and accurate worker	Working knowledge of computerised accounting software packages such as Sage.	Previous extensive use of tax return software packages such as Digita
Able to meet deadlines & work under pressure	Understands, respects and meets the needs of diversity and takes health, welfare and safety seriously	Understanding of cloud based IT packages
Confidential, ethical, polite and respectful personality		In-depth knowledge of the on-line accounting software package QuickBooks
Self-motivated with the confidence to work alone		

Other:

This role will be subject to satisfactory references and a probationary period of 5 months.

Salary in the region of £19,000 pa depending on qualifications and experience