

Business Services Department – Accounts Assistant
ACCA registered accountants – High Wycombe

Harling & Kirk Accountants Limited is a brand-new small accounting firm based in High Wycombe. Founded by Frank Harling and Tom Kirk, who between them have 35 years' experience in practice at a larger accounting firm based in West London, Harling & Kirk Accountants provide wise ranging business solutions for small sized businesses. Dedicated to delivering an exceptional proactive service, the firm look to add real value to their clients, delivering a personable service where they really get to know and understand their clients and their challenges and requirements. Services offered include year-end accounting, tax compliance, tax planning, payroll, VAT support and company secretarial for Limited companies, LLP's, partnerships, sole traders and personal tax clients. The firm also have significant experience assisting Charities with their accounting requirements and regulatory requirements.

The firm is looking for a staff member to work alongside Frank and Tom in servicing their growing client base, helping in a range of different services. Training directly from Frank and Tom will be provided where necessary, and the role will encourage career growth and progression. Additional staff resource will be recruited as the firm grows in the coming months and years.

Job Description

If you have experience in bookkeeping with a good understanding of accounting software and have a good eye for attention to detail, then this is an excellent opportunity to join a company to work closely with the business owners in a stimulating environment.

You will be responsible for a full range of duties including, but not limited to:

Bookkeeping for clients, which includes:

- Processing of client records on to Xero/Quickbooks.
- Reconciling the bank accounts
- Review of clients ledgers, both sales and purchases
- Maintaining & reconciling control accounts, such as PAYE control, Wages Control, VAT Control
- Producing VAT returns in Xero/QuickBooks
- Preparation of bookkeeping and VAT returns in Excel
- Filing VAT returns online
- Communicating with clients either by telephone, email or letter
- Preparation of year end pack ready for accounts preparation
- Completing applications for VAT registration
- Completing applications for the flat rate VAT scheme
- Ad hoc software assistance to clients, over the telephone, email or by visiting the client premises (when ready, after training has been provided)

As well as the above, as and when time allows, and as the individual progresses, they will also assist with the following:

- Year-end accounts preparation for companies, LLP's, partnerships and sole traders.
- Corporation tax preparation for Companies.
- Payroll processing
- Liaising with the business owners to ensure that all the accounts administrative functions are completed.

Experience required/Person specification:

To be considered for this opportunity:

- An AAT Qualification (or working towards one) or similar bookkeeping qualification
- Previous experience as a bookkeeper/Finance Assistant
- Administration experience
- Good communication skills

Although not essential, ideally the successful candidate would have experience of using Xero, Sage or QuickBooks.

If the successful applicant is studying towards a professional qualification, then support will be required. This support can include study leave for exams and payments towards courses, training materials and exam fees.

Further Information:

- Full time position Monday to Friday, 7.5 hours per day. Working day can be flexible, as long as core hours of 10am-4pm are worked (hour lunch during the day allowed).
- Salary: £25,000-£30,000 per annum, dependant on skill set

Benefits:

- Holiday: 22 days, plus 8 bank holidays.
- Fantastic team spirit.
- Exceptional training available.
- Career progression opportunities.
- Regular social activities (when allowed).
- Competitive pay.
- Reimbursement of your professional subscriptions
- Working directly with and learning from the partners.
- 1 day a week working from home if wanted