

**Accounts & Taxation Trainee**  
**ACCA registered accountants – High Wycombe**

**Harling & Kirk Accountants Limited** is a growing 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 wide ranging business and taxation solutions for small and medium 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, Tom and the team in servicing their growing client base. Training will be provided directly by the Directors, as well as other members of the team. 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**

This is an excellent opportunity for someone at the start of their career. Offering the chance to work in a friendly and hard-working environment, with varying tasks to be performed, this trainee role will provide the successful candidate with a thorough grounding in a wide range of accountancy and taxation services. This role is intended for a school leaver / college student / apprentice, who is keen to expand their knowledge and gain invaluable experience in an accounting office environment.

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

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.
- Completing applications for VAT registration.

**Company number: 15786188**

**Address: 4 Bowden Lane, High Wycombe, HP11 1DL**

**Telephone number: 01494 306002**

**E-mail address: [office@harlingkirkaccountants.co.uk](mailto:office@harlingkirkaccountants.co.uk)**

**Regulated by the Association of Chartered Certified Accountants – Reg No: 6279246**

Preparation of personal tax returns for clients, which will include the following:

- Preparing freelance accounts for self employed individuals.
- Preparing rental accounts for property clients.
- Preparing and submitting quarterly Making Tax Digital (MTD) returns.
- Preparing annual self assessment tax returns.
- Preparing taxable benefit in kind returns (form P11D).
- Liaising with HMRC on varying aspect of clients affairs.

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.
- Communicating with clients either by telephone, email or letter.
- 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, you should be able to show:

- Good communication and organisational skills.
- Proficiency with IT software and systems.
- A willingness to learn and an enthusiasm for the tasks at hand.

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

#### **Further Information:**

- This is, initially, a part-time position, with flexibility offered to the successful candidate, eg. for ongoing studies. Working hours to be agreed upon job offer.
- Competitive salary, dependent upon skill set and experience.

#### **Benefits:**

- Holiday: 22 days, plus 8 bank holidays (pro-rata for part-time position).
- Fantastic team spirit.
- Exceptional training available.
- Career progression opportunities.
- Regular social activities.
- Competitive pay.
- Reimbursement of your professional subscriptions.
- Working directly with and learning from the partners.

**Company number: 15786188**

**Address: 4 Bowden Lane, High Wycombe, HP11 1DL**

**Telephone number: 01494 306002**

**E-mail address: [office@harlingkirkaccountants.co.uk](mailto:office@harlingkirkaccountants.co.uk)**

**Regulated by the Association of Chartered Certified Accountants – Reg No: 6279246**