

## Senior Accountant

### US

We are going through some exciting times following the transformation of our business into a true consultancy practice. We are able to support a wide range of businesses through our targeted accountancy and consultancy services. Due to success in these areas and continued growth, we are looking for ambitious and hard working people to join our team.

Not only do we help business owners with their accounts and tax planning but following the addition of our new consultancy services, we also help business owners to create and implement bespoke business strategies, targeted marketing plans that increase their brand awareness and improve lead flow. As part of our marketing solutions we also design and build effective websites. We also provide training in key business and soft skills areas.

We are not just a firm of Chartered Accountants, Chartered Tax Advisers and Business Consultants. We believe that we start where others finish, helping business owners take their businesses to the next level of success.

### YOU

Have you ever thought that you were in the wrong job and that you're not moving forward in your career?

Have you wanted to do business consultancy work but have never had the opportunity which we can provide?

Do you want to manage a portfolio of growing clients and be considered as an essential service by your clients and not as an overhead?

If so, we would like to talk to you.

### **The person we need right now**

A highly motivated, self-starter to join our pro-active team. The role involves managing a portfolio of clients including preparation & reviewing of accounts. You will develop pro-active business relationships with clients which in turn will create more work. You will help with the firm's continuous marketing activities by promoting us at every opportunity. Duties will also involve some management of the assistant team members and providing a support function to the senior members of the firm.

### **Specific Roles and Responsibilities**

- Preparation & Reviewing of Company Accounts, sole traders and partnerships and supervising the preparation of Payroll, VAT Returns, Personal Tax Returns, etc.
- In addition to supervision and providing technical support, you will liaise with other staff members for finalising the accounts & other ad hoc assignment/tasks.
- Talking to new/potential clients, cross-selling and up- selling the products & innovative services we offer. Identifying opportunities to promote the firm within the local community, on-line, professional referral sources and targeted client sectors.
- Supervision of Bookkeeping, Xero Reconciliation work
- Credit control and limited admin work
- Other Ad-hoc work which may arise from time to time.
- Knowledge of IRIS Accounts production, Sage, Xero is preferred

### **Applicants for this position will have the following skill set;**

- Be a part qualified ACA/ACCA
- Have a minimum of 2 years practice experience
- Have a degree of confidence and an ability to develop good people skills
- Have experience working in a small or medium sized firm
- Be positive and enthusiastic
- Have excellent written and verbal communication skills with an attention to detail

### **Desirable traits**

- An ability to confidently engage with new and potential clients
- A wish to understand and participate in a variety of networking events with senior members of the team
- An interest in social media which is key to driving our marketing activities

If you are interested in applying for the role of Senior Accountant please send us your latest CV to [info@grantsellers.co.uk](mailto:info@grantsellers.co.uk) with a covering e-mail explaining your suitability for the role.