

## Accounts Senior; Eastleigh, Hampshire

### Summary of role and key responsibilities

- Prepare accounts for a range of clients (essentially O.M.B's) using IRIS Accounts software, together with tax computations for review by the director.
- Finalisation of accounts and drafting fees post meeting with clients.
- Assisting in the preparation of personal tax returns.
- Preparing and filing VAT returns on behalf of clients or checking and amending as necessary.
- Undertaking company secretarial matters on behalf of clients including filing confirmation statements and other documents as required at Companies House.

### The ideal candidate

- Minimum 5 years practice experience in a small to medium sized practice.
- Have good communication and interpersonal skills.
- Organised and methodical approach to workload with ability to meet deadlines.
- Good IT skills with prior knowledge of IRIS an advantage but not essential.

### What we offer

- A competitive salary.
- 25 days annual leave, in addition to statutory bank holidays.
- A commitment to your ongoing learning and professional development.
- Free parking.
- A friendly working environment with regular social events throughout the year.