

## Job Specification – Accounts Assistant (Godalming Office)

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### About Shipleys LLP

Shipleys LLP is a firm of chartered accountants and professional business advisors, with offices in the West End, London and in Godalming, Surrey.

You'll find our approach a little bit different. We know that nobody understands the affairs or business like our clients, so our focus is on getting to know them, their objectives and priorities.

We build close, personal, long-term relationships with clients, to become a trusted adviser who they can always turn to for practical advice and solutions. As an active member of AGN International, we can introduce our clients to contacts across the globe.

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### The Role

This is a hands-on role, supporting the Principals and Managers with their client portfolios ranging in size and types of industries. The key aim of the role is to provide an outstanding and professional service to our clients and assisting them with their queries.

The role will require the following:

- Accounts and bookkeeping work including but not limited to sales ledger, purchase ledger, bank and VAT reconciliations, preparation of VAT returns, with use of Sage / Xero / Quickbooks to meet required deadline.
- Preparation of accounts from client's records
- Preparation of statutory year end accounts for sole traders, partnerships and limited companies, including preparation of tax computations
- Assisting clients with bookkeeping and year end queries

- Ensuring that work is completed within the agreed budget and timescale, ensure the account manager is updated on progress.
  - Liaising with other departments and deal with any queries raised
  - Other tasks as reasonably required to ensure the smooth running of the job and department
  - Prepared to travel and work occasionally at client's site and our London office if required.
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### The Role Reports To

The Accounts Managers

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### Education and Experience

Applicants are expected to be AAT qualified/part-qualified (preferable).

The successful candidate is likely to have minimum of 2 years' previous experience in practice.

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### The Individual

The applicant should be able to demonstrate the following skills and behaviours:

- Excellent grammar, numerical skills and close attention to detail.
- Works well as part of a team as well as individually.
- Has the ability to organise and prioritise workload to meet tight deadlines.
- Listens to, understands and communicates confidently with others in a clear, concise, polite and purposeful way.
- Motivates self to complete the qualifications.
- Demonstrates strong analytical and research skills.

## The Individual continued

- Takes ownership of assigned tasks.
  - Actively seeks to enhance own expertise and knowledge.
  - Ability to produce accurate and timely work.
  - Ability to build relationships.
  - Applies active listening skills.
  - Adopts a pro-active approach to work.
  - Competent using Microsoft Word, Excel and Outlook.
  - Knowledge of Sage, Xero, Quickbooks and SAPA.
  - An organised approach and good record keeping skills.
- Group Income Protection Scheme.
  - 20 days' annual leave plus bank holidays.
  - Access to a number of other benefits through a cashplan.
  - Access to a number of other benefits such as Cycle to Work Scheme, Season Ticket Loan and Regent Street cinema tickets.

Please note that all insured benefit membership is available from the 1<sup>st</sup> of the month following the first three full months of employment.

In addition to the above, the individual should be commercially minded. They should display a flexible, professional approach and have the confidence and ability to establish credibility with Principals and clients.

To apply please email a covering note and your CV to

[recruitment@shipleys.com](mailto:recruitment@shipleys.com)

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## Salary / Benefits

We can offer you:

- Salary: £21,000 – 25,000 (experience dependent)
- Exposure to high quality and varied clients whilst working within a friendly and proactive team.
- Salary review annually in January.
- Group Personal Pension Scheme: under the requirements of pension auto-enrolment you will be automatically enrolled into the Group Personal Pension Scheme (3% employee, 5% employer).
- Eligibility for yourself and your dependants for the firm's private medical insurance scheme.
- Life assurance cover at four times salary.