

Charterhouse Accountants is hiring

Accounts Semi Senior

Salary + Study Support

Charterhouse Accountants is a team of accountants that has been established for almost 50 years. We pride ourselves on our proactive approach and our excellent standards of service to our wide client base, ranging from local owner-managed firms, to larger corporate businesses and high net worth individuals. Charterhouse is a firm committed to achieving the best results by supporting our staff, our clients and the community.

We have a great opportunity for an Accounts Semi Senior, who will be part of a motivated, friendly and diverse team who provide a high quality service to a varied portfolio of clients. You will have a strong accounts preparation background with excellent communication skills and a desire to learn and develop further in your career. The split in the role is around 75% Accounts and 25% Audit.

Key Responsibilities:

- Preparation and submission of statutory accounts – FRS 102 1A - Limited Companies and LLPs (reviewed directly by portfolio holder)
- Filing of corporation tax returns (reviewed by Tax Department)
- Assisting senior staff with audits, planning, field work and stock take
- Direct communication with clients
- Assisting clients with accounts software and other queries
- Training clients on Cloud software

Essentials Skills and Experience:

- ACA/ACCA part-qualified/qualified
- Strong accountancy practice experience
- Ability to work from incomplete records or computerised TBs
- MS Excel skills
- Excellent written and oral communication and client service skills
- Excellent commercial awareness

Desirable skills and Experience

- Audit experience, but not essential as training is provided
- CCH Accounts Production, CCH Corporation Tax software
- Xero Accountancy Software
- Pro-Audit Software and Virtual Cabinet

Charterhouse is a supportive place to work. We promote work-life balance, health and wellbeing and corporate social responsibility. Study support is available for relevant professional qualifications.