



## **POSITION: Accounts Semi Senior**

**Location:** Colchester CO1

£21,000 - £23,000 a year - Full-time, Permanent

### ***Qualifications and Experience***

- ACA / ACCA part qualified or AAT qualified
- Experience of working in public practice (preferably for a small or medium sized firm)
- Preparation of statutory accounts for Limited companies and preferably charities
- Experience of accounting software
- Team player but also able to work independently
- Good working knowledge of Excel and Word

### ***Job role***

We are looking for a highly motivated individual to work on a variety of our clients based in our offices and on site at clients as necessary.

This role could be undertaken on a part time basis.

The role will involve management and statutory accounts preparation on our varied client base.

The individual will need to be able to:

- Take jobs from planning through to preparation of draft accounts for manager review;
- Manage their workload and assist in the training of junior staff members; and
- Draft corporation tax returns as part of the preparation of annual accounts.

The role is based in our Colchester town centre office with visits to clients and our Mersea office as necessary.

### ***Future prospects***

We expect the successful candidate to play a role in the development of our firm with opportunities for progression dependent on the individual.

We provide ongoing training for all our staff.

### ***Compensation package***

Competitive salary on offer – dependent on qualifications and experience

Private health insurance

Parking space at office (or paid for parking nearby)

20 days paid holiday plus bank holidays (increasing to 25 days after 5 years' service)