

General Practice Accountant – Forths Forensic Accountants

We require a qualified (ACA, ACCA) accountant to join our general practice team

The successful candidate will have a proven track record in a general practice accountancy environment and excellent communication skills. They will be personally responsible for a mixed portfolio of compliance accountancy and taxation clients and must be a self- starter, willing and able to undertake all aspects of each assignment, from onboarding to completion of the work.

Role & Responsibilities

- Maintaining all necessary compliance records (engagement letters, AML documents, risk assessments) and ensuring full compliance for bank of clients managed.
- Bookkeeping and preparing management accounts across a range of industries.
- Preparing Annual Accounts for all types of businesses, to include sole traders, partnerships and companies.
- Annual return filing & XBRL Accounts filing.
- Preparation and filing of VAT returns, CT600's & SA100's.
- Preparation of Trust Tax Returns and Accounts.
- Preparing budgets, forecasts and cash flows.
- General Tax Advice.
- Managing trainees / payroll clerk.
- Managing work flows and meeting relevant regulatory and client imposed deadlines.
- Managing client queries.
- Client retention.
- Looking for cross selling opportunities.
- Looking for new business opportunities."

Salary - £35k - £40k

The role is based in Manchester or Leeds depending on your location.

Please forward CV to tracey.atkinson@frenkeltopping.co.uk

