



Role: Assistant Accountant

Location: Heelan Associates Ltd, 1 The Briars, Waterlooville, Hampshire. PO7 7YH.

Contract type: Full Time, permanent, employed.

Salary: £23,000.00 + (dependent on experience - study support available).

Benefits: Flexible working environment and access to an Employee Assistance Program (EAP).

Hours per week: Monday – Thursday 9:00am - 5:00pm, Friday. 9:00 - 4:00pm.

Holidays: 5.6 weeks, plus birthday and Christmas off (additional to the 5.6 weeks).

Job Purpose:

We are growing our team and we would love for you to join us.

At Heelan Associates we are passionate about business. Our team of accounting professionals are commercially focused. Putting our client's needs first, our mission is to use our years of experience and skills in accountancy to create a personalised service that helps businesses to realise their potential for growth.

As part of a team of 25+ colleagues (and growing!) providing accountancy and business services, we are looking for an Assistant Accountant to join and support our *ever-growing* Accounts Department. This role is key to supporting our current Client Managers (Accountants) to ensure that our client's requirements are met within the stringent deadlines with efficiency and accuracy.

Key Responsibilities:

- To prepare accounts & tax returns for our clients, including Sole Traders, Partnerships and Limited Companies up to review stage.
- To communicate regularly with clients via phone, email, social media and in person, including chasing records.
- To complete, review and prepare book-keeping and VAT returns where required.
- To act as liaison between clients and HM Revenue & Customs to deal with and resolve queries.
- To maintain electronic filing of books and records.
- Management of client administration and records.
- To participate in activities necessary to support the smooth running of the office environment.
- To manage and maintain your professional development and learning.
- To provide excellent client care both on the phone and in person, delivering reports and updates. This will include answering incoming calls, greeting clients and welcoming them into the office, offering them refreshments and showing them in and out of the building.
- To carry out relevant CPD required by your professional body.

General duties and flexibility:

To attend training and development deemed necessary for the post in agreement with the line manager. To willingly undertake any other tasks as reasonably requested by line managers and comply with all employee policies and procedures of Heelan Associates. This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect

the evolving needs of our business and that they are regarded with a degree of flexibility, so that needs can be met. All changes will be discussed with the post holder.

Person Specification

Essential Skills:

- Must be able to prepare accounts and tax returns to review stage.
- Experience working in practice within the past 2 years.
- Good standard of verbal and written English.
- Proficient IT skills (Excel & Word essential).
- Detail orientated with an eye for accuracy.
- Excellent time management skills and the ability to prioritise.

Desirable Skills:

- A sound working knowledge of QuickBooks and Xero is desirable

Personal Attributes

- Committed to providing exemplary customer care.
- Being able to work to tight deadlines both internally and externally (HMRC).
- Excellent attention to detail.
- To be able to communicate at all levels, across the company and to clients directly.
- Well-presented and dresses appropriately for an office environment with a friendly and positive attitude.
- Self-motivated and confident to ask for help if needed.

If you feel this role is for you, please contact us here, or at the above address with a letter/email outlining why you feel you would be fantastic for the role, and a little information about you.

If you have any questions in advance on the role, please don't hesitate to call.

Application Deadline: 07/11/2021

Dan Heelan (Business Services Director)
Heelan Associates Ltd,
1 The Briars,
Waterberry Drive,
Waterlooville,
PO7 7YH.

Telephone: 02392 240040

www.heelanassociates.co.uk

recruitment@heelanassociates.co.uk