

Accounts Senior

Salary £20-23k depending on experience

We are looking for an accounts senior or great quality bookkeeper to join our growing busy team.

Please send CV's to tyler@nabarropoole.com. We will not be using a recruitment agency to fill this role, so **applicants only**, please.

Nabarro Poole Ltd. are accountants, business advisors and sounding boards to a fantastic variety of clients in Manchester and beyond. We provide financial information in real-time to business owners and directors in order to help them make good financial decisions. It is a varied role that requires a number of different skills and attributes.

Personal Style and Behaviour:

As with all the roles, a genuine desire to help our clients is the most important aspect. In order to do this, we need to respond to client requests quickly and accurately.

We are a small team. The ability to work with others is crucial, but there will be many times that direct supervision will be impossible. In these circumstances, initiative is required to find a job that meets the following criteria:

1. Will the job help our clients in some way?
2. Will the job make our office run smoother?
3. Will the job help us to attract new clients?

Skills and Experience:

The end result is always the same: to produce an accurate, fully reconciled trial balance. We will use that trial balance to create either a set of management accounts, a set of statutory accounts, a personal tax return or a forecast. Everything we do for our clients starts with an accurate trial balance.

We have processes to follow that will help you to achieve this. The skills that we need from you are:

Common Sense – do the numbers make sense? What is wrong with them?

Problem Solving – we know what is wrong, but how can we fix it?

Proactivity – let's fix the issue before it becomes a problem

Knowledge – is there a technical problem? Would HMRC be happy?

Nabarro Poole Ltd

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Skill	Essential	Ideal
Client communication	<p>Strong desire to help</p> <p>Excellent telephone manner</p> <p>Error-free written communication</p> <p>Patience and understanding</p>	<p>MailChimp or other bulk mailer</p> <p>Experience training others</p>
Accounts Preparation	<p>Excellent knowledge of bookkeeping software</p> <p>Practical debits and credits</p> <p>Bank Reconciliations</p> <p>Noninal Ledger reconciliations</p>	<p>Experience with Xero, QB, ReceiptBank</p> <p>Preparation of an accounts file</p> <p>Experience dealing with HMRC/HMRC online</p>
Tax Knowledge	<p>VAT – what is allowable</p> <p>Income Tax – allowable</p>	<p>VAT – schemes, thresholds</p> <p>IT – rates and allowances</p>
Payroll	<p>Tax rates and thresholds</p> <p>NI rates and thresholds</p>	<p>SMP, SSP</p> <p>Auto-Enrol pensions</p>