

We have an exciting new opportunity for an enthusiastic and competent Accounts Semi-Senior to join our well-established practice. The main role would involve preparing accounts with the information provided by the client to a standard ready for review by a Manager. The perfect candidate would be one who exercises good judgement and is conscientious and is flexible and willing to keep up with the ever-changing world of accountancy.

#### About Aubrey & Co

Aubrey & Co has been a well-known name on the High Street in Ross on Wye for over 50 years. The ownership of the business last changed 6 years ago and the investment and new ideas that change brought in has led to offices that are bright and modern and the approach to the work undertaken is dynamic and continually evolving.

#### Responsibilities:

Preparing accounts (sole traders, partnerships & limited companies) with information provided by the client, to a high standard ready for review by an accounts manager.

Preparing personal tax returns and corporation tax returns.

Giving assistance and training to junior members of the team.

Engaging with clients book keeping, to ensure high quality accounting records and reporting throughout the year.

This is not an exhaustive list of your duties, and you may be required to carry out other duties and tasks, which may be required for the efficient operation of the business.

#### Essential Qualifications/skills:

Qualified by experience or part qualified (ACA/ACCA) or AAT part qualified/qualified.

Relevant experience within a similar role in an accountancy practice.

Strong communication skills.

Ability to self manage or work as part of a team.

#### Desirable qualifications/skills:

Good knowledge of bookkeeping software (XERO, Sage, Quickbooks)

Working knowledge of accounts and tax production software.

Strong MS office skills, particularly Excel.

The role is full time Mon to Fri 9am to 5pm (1hr lunch) 35 hours per week