

Accounts Senior

This is the perfect position for an experienced accounts individual who's after a challenging, varied role which contributes to Griffiths Marshall's high-quality service offering and to the overall success of the business.

Griffiths Marshall is a well-established team of Business Advisors and Chartered Accountants with offices in Gloucester, Lydney and Cheltenham. The business handles all aspects of advisory, audit and tax, as well as offering probate and wealth management services. We act for a wide range of clients from sole traders to multimillion-pound groups.

Are you right for the job?

We're looking for professional and conscientious Accounts Senior, who's an open and effective communicator and who enjoys talking to both clients and colleagues. You'll need to be able to understand and interpret clients' tax and accounting issues and give advice appropriate to their individual situations. You should have good time management skills and be a reliable and engaging member of the team.

Here's what the role entails:

- Client Service Delivery – delivering accounting services to selected clients as advised by the Director/Manager with the support of Business Associates and Trainees.
- Engaging with clients – acting as their initial point of contact, understanding their requirements, answering questions, holding meetings as required.
- Delivering reliable and accurate information to clients, ensuring controls are in place to meet accounting standards and regulations. Ensuring work is allocated, completed and reviewed in a timely manner.
- Helping to train and develop junior members of the team, including conducting 121s and appraisals, plus giving feedback on jobs with regards to quality and time spent. Within the role there may be the opportunity to lead and manage a small team.
- Being committed to ongoing learning and personal growth, including keeping up to date on work efficiencies, technology, accounting standards, tax regulations, code of ethics, industry trends. Taking part in professional development training.
- Evaluating existing processes, identifying problems and implementing solutions. Encouraging feedback from the team and fostering a culture of continuous improvement.

These are the key skills you'll need:

- You're newly or partly ACA or ACCA qualified and demonstrate real attention to detail.
- You've got experience in dealing with taxes – personal, corporate, capital and VAT.
- You're a focussed individual who takes ownership and responsibility for your client portfolio.
- You're a solid team player with the ability to make decisions.
- You're flexible, show initiative and are willing to test out new approaches.
- You're approachable and competent at supporting and training junior staff.
- You have the experience to challenge the status quo and suggest new ways of doing things.
- You're keen to get involved with corporate volunteering opportunities.

What you'll get in return:

We look after our staff as much as our clients and we want you to feel happy and well supported at work. In return for your commitment we'll offer you:

- An excellent opportunity for personal and professional development within an expanding firm
- Exposure to a wide variety of different clients
- The chance to have your voice heard and experiment with new ways of doing things
- The possibility of flexible working or part time hours
- A competitive salary which will be regularly monitored and reviewed
- A contributory pension scheme
- Twenty-five days' paid holiday plus bank holidays
- Involvement in staff events and charity volunteering days

If you like the sound of this role, please email your CV to Greg Lewis greglewis@griffithsmarshall.co.uk with a covering letter explaining how you would be suitable for the position and why you would like to be considered for it.