

The Company – Exchange Accountants Limited

We are a dynamic, modern and rapidly growing Accountancy Practice based in Lisburn.

We are building an A+ team and we only want the best people in that team. It is important to us that each person in our team has an input and that input makes a difference to our company.

We are based close to Lisburn City Centre and are Northern Ireland's leading cloud-based Accountancy Practice and were the first company in Ireland, north and south to have achieved Xero Gold Partner Status. Xero is the global leading cloud accounting platform.

Working in the cloud allows us to work more closely with our clients, providing them with proactive business and tax advice based on accurate and timely financial information.

ASSISTANT ACCOUNTS MANAGER

Due to ongoing expansion, a superb opportunity has arisen for a recently Qualified Accountant to join the Practice as Assistant Accounts Manager.

We are offering the opportunity to build a long-term career that rewards excellence. The role plans for long term career growth and the successful candidate will play a key role in the ongoing and future success of the Practice will have the opportunity to move to a senior level in the Practice in the future.

KEY DUTIES

Your typical day-to-day responsibilities would include: -

- Accounts preparation for Limited companies
- Ad hoc Audit work
- Monthly and quarterly management accounts preparation.
- Preparation of projected accounts including Profit & Loss account, balance sheet and cash flow statements
- The ability to prepare Self-Assessment and Corporation Tax Return returns would be preferred but not essential
- Providing leadership and management by supervising and training junior team which will include reviewing of work prepared by junior team members
- Mentoring and advising trainees throughout their training contract
- Reporting to Senior Managers and Directors

THE PERSON

You are a recently qualified accountant with a minimum of 1-2 years PQE experience, and you are looking for a great practice where you will learn, grow and be pushed to be the best that you can be.

- Have at least three (and preferably more) years' Practice experience
- Be able to plan the completion of accounts files within a time and cost budget
- Review accounts files, identifying trends and amendments, planning point and opportunities.
- Be technically proficient the use of Accounts Production and Tax software
- Have excellent analytical, communication and presentation skills
- From day one, be willing to take on a sizable client portfolio and can manage the relationships within that portfolio
- Able to work to tight deadlines, both internal and statutory
- Enjoys mentoring and motivating junior/trainee staff

SALARY & BENEFITS

- A competitive basic salary starting at £30k - £35k (negotiable) tailored to attract the best person
- Excellent additional benefits
- Opportunity for a good work/lifestyle balance

What you need to do now

If you feel that you have the right ability and attitude for this challenging position please forward an up-to-date CV , including at least two referees, to info@exchangeaccountants.com with a covering letter explaining to us why we should consider you for this fantastic role within our company.

Exchange Accountants Limited is an equal opportunity employer.