

The Company – Exchange Accountants Limited

Exchange Accountancy are based close to Lisburn City Centre and are Northern Ireland's leading cloud-based Accountancy Practice having been the first locally based practice 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 pro-active business and tax advice based on up-date and accurate financial information all delivered with a personal touch.

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

The Position

We are currently recruiting for an experienced **Accounting Technician** or a **Part Qualified Accountant**

As well as working in our modern office close to Lisburn City Centre, the position will require you to attend client premises.

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

- Prepare accounts to review stage for sole traders, partnerships and companies using both FRS102 and FRS105.
- Assisting with the preparation of monthly and quarterly management accounts.
- Corporation Tax Return and Self-Assessment Tax Return experience would be preferable but not essential.

The Person

The successful candidate will be required to fulfil the following essential criteria.

- Be a qualified Accounting Technician or Part Qualified Accountant
- Have at least three (and preferably more) years' experience in accounts preparation and tax return preparation in a similar size practice environment
- Be technically proficient in the use of Accounts Production Software and Microsoft Office applications. From day one, be willing to take on a sizable accounts preparation portfolio and can manage the relationships within that portfolio.
- Have excellent communication and presentation skills
- The ability to manage time spent against budget, and work alongside team members to ensure the timely completion of work
- The ability to be proactive, use own initiative, and work independently, as well as part of the team
- The ability to demonstrate sound judgment regarding confidential and sensitive matters
- An interest in streamlining and automating processes would be beneficial but not necessary
- Able to work to tight deadlines, both internal and statutory

- Have a clean driving licence and access to your own transport

We are offering

- A competitive basic salary starting (**£22,000 to £25,000**) tailored to attract the best person
- Potential for performance-based bonuses and commissions
- Access to a company pension scheme
- Flexible working arrangements

To apply.

Please email your CV to info@exchangeaccountants.com.

Exchange Accountants Limited is an equal opportunity employer.



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Chartered Certified Accountants

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