

## 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 a **Practice Accounts Administrator /Business Support Executive** for our growing Business Support department.

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

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

- Bookkeeping to include:
  - Sales and purchase ledger maintenance including debtor and creditor balances reconciliations.
  - Bank reconciliations
  - VAT return preparation
- Payroll (UK and ROI) processing
- CIS administration
- Self-Assessment Tax Return preparation at certain times of the year
- Direct contact with clients

## The Person

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

- Be a qualified Accounting Technician or a minimum of 3-4 years relevant Practice Business Support experience
- Have at least two years' experience using a Xero and Cloud accounting platforms as well as Sage payroll bureau experience.
- Be technically proficient in aspects of Microsoft Office applications.
- From day one, be willing to take on a sizable client portfolio of differing sizes of clients and in industry sectors and deadlines and can manage the relationships within that portfolio.
- An interest in streamlining and automating processes would be beneficial but not necessary
- Self-Assessment Tax Return experience (***desired but not essential***)
- The ability to effectively manage multiple tasks in a fast paced and high-volume environment with keen attention to client needs

- 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
- The flexibility to work additional hours during busy times

### **We are offering**

- A competitive basic salary (**£21,000 to £24,000**) tailored to attract the best person.
- Potential for performance-based bonuses and commissions.
- Access to a company pension scheme
- Flexible working arrangements for the right candidate

### **To apply.**

Please email your CV to [info@exchangeaccountants.com](mailto:info@exchangeaccountants.com)

***Exchange Accountants Limited is an equal opportunity employer.***



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