



Working together #joinduncantoplis

We will be the firm that clients always choose to work with and where talented people belong.

Accounts Assistant

Job description

Job title: Accounts Assistant
Location: Stamford & Lincoln
Reports to: Manager / Associate

Role summary

Responsible for undertaking the preparation of client accounts and assisting with the provision of a comprehensive accounting and business advisory service to a portfolio of clients; and also for contributing significantly to the on the job development of technicians and trainees.

Key responsibilities

1. The preparation and/or audit of client accounts, up to final stage dependent on the complexity of the business, for approval/ signing off by Manager /Director. This will normally involve preparation of draft accounts suitable for client meeting with Manager and/or Director and subsequent completion thereof.
2. The provision of a range of other services to clients as required e.g. general book-keeping, VAT Returns, assistance with accounting software, tax computations, again for approval by Manager/Director or under the supervision of Manager.
3. To adhere to the procedures which provide a clear framework for all members of the department to ensure effective scheduling, allocation and completion of work (such procedures to be amended and updated as required from time to time).
4. To constantly review the work undertaken and refer to Manager/Director any Compliance issues or opportunities for cross selling of other services within the group.
5. To develop and maintain a good working relationship with clients to gain their respect, and to know your own limitations in advising the client on accounting matters.
6. To assist with on the job training of technicians and trainees whilst at the same time meeting work priorities. Monitor progress of work tasked to trainees and technicians, review and provide appropriate feedback in accordance with department procedures.
7. To promptly report to Manager any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc.
8. To respect client confidentiality and report any issues which may affect client relationships to their senior/manager.

Person specification

1. Part or fully AAT or ACA or ACCA qualified or qualified by experience e.g. approx. 3 years general practice experience.
2. Must be able to prepare accounts independently to final stage.
3. Must be able to demonstrate effective client inter-personal skills.
4. Audit experience is desirable but not essential.
5. Must be able to actively manage own workloads and take responsibility for own development.
6. Must possess IT skills to operate in-house programs and prepare and develop spreadsheets as necessary.
7. Must be fully conversant with accounts preparation programs.
8. Must possess a good working knowledge of accounting standards and the accounting provisions of the Companies Act, and relevant taxation matters.

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

