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

Semi Senior Accountant

Job description

Job title: Semi Senior Accountant
Location: Lincoln, Lincolnshire
Reports to: Accounts Manager

Role summary

An exciting opportunity has become available for a Semi Senior Accountant to join our team.

This individual is 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.

They will also be required to contribute significantly to the on the job training and development of junior technicians and trainees.

Key responsibilities

This role is responsible for:

- The preparation and audit of client accounts, up to final stage dependent on the complexity of the business, for finalisation by a manager or director - this will normally involve preparation of draft accounts suitable for client meeting and subsequent completion thereof.
- The provision of a range of other services to clients as required; for example general bookkeeping, VAT return preparation and submission, providing assistance with accounting software, and completion of tax computations for approval by or under the supervision of a manager/director.
- Adhering 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).
- Constantly reviewing the work undertaken and refer to manager/director any compliance issues or opportunities for cross selling of other services within the group.
- Developing and maintaining a good working relationship with clients to gain their respect, and to know your own limitations in advising the client on accounting matters.
- Assisting with on the job training of technicians and trainees whilst at the same time meeting work priorities and monitor progress of work tasked to trainees and technicians, review and provide appropriate feedback in accordance with department procedures.
- Promptly reporting to your line manager any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc.
- Respecting client confidentiality and reporting any issues which may affect client relationships to their senior/manager.

Person specification

The ideal candidate will be:

- Part or fully AAT, ACA or ACCA qualified or qualified by experience with approximately two years in general practice.
- Able to prepare accounts independently to final stage.
- Able to demonstrate effective client inter-personal skills.
- Able to actively manage own workloads and take responsibility for own development.
- In possession of IT skills to operate in-house programs and prepare and develop spreadsheets as necessary.
- Fully conversant with accounts preparation programs.
- Have 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!

