

## Accounts - Semi Senior Position

### Head Office Westhoughton

Reporting to the Year End Accounts & Tax Supervisor, you are responsible for delivering accurate information in a timely manner as per the client's expectations. You will build relationships with clients, ensure all queries are responded to within service level agreements and work with your supervisor for personal development. You will ensure that you work towards delivering a high standard of service inline with our customer service standards.

The Year End Accounts & Tax department is responsible for all aspects of the service and end-to-end processes for our clients. You will work with other departments to ensure that the client's information is completed accurately and timely and that the information is delivered with the highest standards of customer service and care.

### Skills & Qualifications

- Attention to detail and accuracy
- Working knowledge of accounting systems, Digita would be advantageous
- Experience of completing year end accounts
- Experience of completing management accounts would be advantageous
- Excellent customer Service Skills
- Ability to prioritise own workload and work well under pressure
- Must be able to work as part of a team and be able to work on their own
- Excellent time keeping and attendance
- Excellent numeracy, written and verbal communication skills
- Positive attitude and a willingness to develop skills and knowledge

### Daily Tasks:

- Prepare year end Financial Statements
- Prepare Company, Sole Trader, Partnership and LLP Tax Computations
- Provide advice and support to clients with our service standards
- Manage your portfolio of clients and take responsibility for ensuring their year end accounts and supporting computations are prepared to a high standard inline with our SLAs
- Keep up to date with latest legislation and compliance through self study, attendance of seminars etc.
- Supporting the fundamentals of all processes
- Ensure that queries are resolved in a timely manner and that you work towards our service standards
- Escalate complex queries where applicable
- Follow processes and procedures at all times
- Ensure that all deadlines are met and that all correspondence is acknowledged and responded to the same day
- Identify errors / potential problems and ensure that they are resolved to the clients satisfaction
- Report any errors to your supervisor for development, training and monitoring purposes
- Report potential client dissatisfaction to your supervisor (and/or) Customer Relations
- Ensure that your work is checked for accuracy
- Respond to enquiries delegated by your supervisor and/or and colleagues
- Work with your supervisor to review your personal development and training needs
- Live and breath our business mission statement, values and beliefs
- Any ad-hoc duties as and when required

### What we offer after probation:

- Training and study support
- Personal Development Plan
- Purchase of holidays
- Strong Career and development prospects

If you are an enthusiastic, hard working team player then enquire now. In return we offer you 22 days holiday (Bank Holidays are an addition to this) and we have a wide range of employee benefits, including a generous pension scheme, free car parking facilities and much more.

This is a perfect and exciting time to join us as we grow and improve our service offering.

Working hours: Monday - Thursday 9am- 5pm, Friday 9am - 4pm

Please send your CV and covering letter to [HR@ekwgroup.co.uk](mailto:HR@ekwgroup.co.uk)



Accounting & BI Reporting #datadrivendecisions



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