

About The Job

Job Title: Accounts Senior
Contract: Permanent
Hours: Full time
Salary: Dependent on experience and qualifications



We are looking for an Accounts Senior to join our team based in the west end of Glasgow. Our firm is a family owned and managed accounting and consulting practice with a specialism in the third sector. The practice is not divided by service lines; you will experience and deliver the full range of services we offer.

Our firm operates a **true four day week** meaning you will work four days while being paid for five, provided individual and team targets are achieved.

This role will involve the following main areas of work:

1. Direct responsibility for a range of clients' desktop and cloud based accounting systems including remote management from our office, and on-site with clients (main systems are Sage, Xero, QuickBooks)
 2. Completion of month-end procedures including bank and balance sheet reconciliations, VAT returns etc.
 3. Preparation of regular management information including budgets, management accounts, cash flow forecasts and analytical review of accounts for clients' senior management and board
 4. Preparation of annual accounts (FRS105 and FRS102) and corporation tax returns for limited companies
 5. Preparation of annual statutory accounts for charities including independent examination and preparation of an examination evidence file
 6. Preparing annual accounts for statutory audit by external auditors, including full audit file and working papers
 7. Preparation of sole trader and partnership accounts, and personal tax computations and returns
 8. Providing training to clients in the use of accounting software, setting up new accounting systems or improving existing systems, procedures and controls
 9. Managing client relationships, meeting deadlines and expectations, and flexibly managing a varied workload each month
 10. Handling client queries in a timely and attentive manner and attending and presenting accounts at client meetings including at board level
 11. Supporting junior staff including trainees and support staff
 12. Working directly with the partner on complex matters and special projects (e.g. Creative Industries Tax Relief campaign)
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You will be allocated your own group of clients across a range of sectors ranging from individual property landlords, sole traders, limited companies, social enterprises and registered charities. You will have responsibility for some clients through the whole of their annual financial cycle, from **budgeting** to support with **bookkeeping**, preparation of **management accounts** and annual **statutory accounts**.

You will be provided with ongoing training and continuous professional development opportunities appropriate to the requirements of your qualification. We are seeking a person who has experience working in an accounting **practice**, managing their **own clients**. We are open to receiving applications from accountants who are qualified, part qualified, and 'qualified by experience'.

As a firm we have heavily invested in digital products and tools, and now operate an almost entirely paperless office. This also means we use a range of software both in the technical aspects of our work and our interaction with clients. Experience of accounts production software (e.g. IRIS) and the main accounting software products (Sage, Xero, QuickBooks etc.) will be beneficial.

The ideal candidate will be someone who works well as part of a small team and has the initiative and motivation required to manage a group of clients with varying deadlines and requirements. In this role you will experience a broader range of client engagements and responsibilities than would be expected at a larger firm, with support and collaboration from all colleagues including partner level.

About Brett Nicholls Associates

- ⇒ We are a single partner professional accounting practice. We provide accounting and consulting services to a wide range of businesses and individuals across Glasgow and Scotland, and our particular specialism is in the third sector (not for profit sector)
 - ⇒ Our aim is to be **professional and friendly** - we care about our clients, and take the time to understand what they do and why.
 - ⇒ In 2018 we were awarded **Small Accountancy Firm of the Year** at the Scottish Accountancy and Finance Awards!
 - ⇒ Since 2018 we have operated a **true four day working week**, with the office being closed on Thursdays, and all staff working a 30 hour week with no change to salaries, provided targets are met.
 - ⇒ We were proud to be **certified as a B Corp** in February 2023!
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Particulars of Employment

Hours of Work	9am – 5pm (Mon, Tue, Wed, Fri – office currently <u>closed</u> on Thursdays)
Hours per Week	37.5 (Full Time contract, 30 hours working time under Four Day Week)
Contract	Permanent
Rate of Pay	Dependent on experience and qualifications
Pension	7% paid by employer, 5% employee contribution (total 12%)
Holidays	20 days // 10 public holidays // 30 days total
Free Lunch	Free lunch from a local café is provided daily
Wellbeing	Monthly office pilates and subsidised gym membership
CPD	Generous CPD budget and opportunities for training and development

Required Attributes and Skills

- **Communication:** the ability to communicate with clients clearly and at an appropriate – and variable – level is essential. Building rapport and understanding your clients will help us do a better job for them
 - **Attention to detail:** people make decisions based on the information we provide them – it must be accurate
 - **Punctuality and reliability:** responding to client communication quickly and efficiently, agreeing deadlines and sticking to them, delivering what we promise – these things will be expected as a minimum
 - **Problem solving:** a strong logical and analytical approach is essential in this role – whether addressing a challenge in a set of accounts or organising your workload and deadlines
 - **Ethics and integrity:** we build our clients' trust through honest, straightforward communication and the highest standards of personal and professional integrity at all times
 - **Attitude:** the technical aspects of our work can be taught. If you are enthusiastic, resilient and possess a growth mindset, everything else will take care of itself!
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To apply, please send a CV and cover letter by email to:

David Nicholls, Partner // 0141 334 1318 // david@bnassociates.co.uk // www.bnassociates.co.uk