



MITCHELL ASSOCIATES
CHARTERED ACCOUNTANTS

Mitchell Associates are looking to appoint a Senior Accounts Assistant to join its team:

Mitchell Associates Limited

Location: Offices in Cardiff, Merthyr and Brecon, location of office to be determined upon successful appointment (most suitable office for individual)

Salary: Competitive, depending on experience

Hours: Full Time

Study Support: AAT/ACCA Supported

About Mitchell Associates

Mitchell Associates is a modern and growing accountancy practice providing proactive accounting, tax, business advisory and wealth management services to a diverse portfolio of SME clients. We pride ourselves on building long-term relationships with our clients and delivering practical advice that helps businesses succeed.

As our firm continues to grow, we are looking for a motivated **Senior Accounts Assistant** to join our friendly and professional team.

This is an excellent opportunity for someone who has started their AAT/ACCA studies and is looking to build a long-term career in accountancy within a supportive and forward-thinking practice environment.

The Role

Working alongside experienced accountants and advisers, you will gain valuable hands-on experience across a range of accounting and bookkeeping services while continuing your professional development through AAT/ACCA studies.

This role offers genuine career progression opportunities and exposure to a broad client base across a variety of sectors.

Key Responsibilities

- Preparing year-end accounts for sole traders, partnerships and limited companies from incomplete records and bookkeeping data
- Preparing corporation tax computations and supporting schedules for review

- Preparing and reviewing VAT returns, ensuring queries are identified and resolved before submission
- Preparing bookkeeping records, reconciliations and management information using cloud accounting software including Xero
- Reviewing junior team members' bookkeeping, VAT and accounts work and providing practical guidance where appropriate
- Liaising directly with clients to request information, resolve queries and provide a professional day-to-day service
- Supporting client managers and senior advisers with accounts, tax and advisory assignments
- Maintaining accurate working papers, client records and internal workflow notes in line with firm procedures
- Identifying opportunities to improve client records, systems and processes, particularly through the effective use of cloud accounting tools
- Managing workload priorities, deadlines and client expectations with support from the wider team

About You

The ideal candidate will have:

- Previous experience in an accountancy practice environment, ideally in an accounts assistant or semi-senior role
- AAT qualified, AAT Level 4, ACCA part-qualified or qualified by relevant practice experience
- Confident preparing accounts for sole traders, partnerships and limited companies
- Good working knowledge of bookkeeping, VAT and basic tax compliance requirements
- Experience using Xero or similar cloud accounting software, with a willingness to embrace new technology
- Strong numerical, analytical and organisational skills, with excellent attention to detail
- A confident and professional communication style, with the ability to build positive client relationships
- The ability to manage deadlines, prioritise workload and take ownership of assigned work
- A supportive team approach, including a willingness to assist and guide more junior colleagues where appropriate
- A positive, proactive attitude and a genuine desire to continue developing within a modern accountancy practice

What We Offer

- Full support with your ongoing AAT/ACCA studies
- A clear career progression pathway
- Exposure to a varied and interesting client portfolio
- A supportive and collaborative working environment
- Ongoing training and professional development
- Modern cloud-based systems and technology
- Competitive salary and benefits package

Why Join Mitchell Associates?

At Mitchell Associates, we believe that great client service starts with a great team. We have worked hard to create a supportive, collaborative and enjoyable working environment where people are encouraged to develop their skills, contribute ideas and build successful long-term careers.

We are not a traditional accountancy practice. We embrace modern technology, cloud accounting solutions and innovative ways of working that allow our team to focus on providing valuable advice rather than simply processing numbers.

As a trainee, you will be given genuine responsibility from an early stage while receiving the support and guidance needed to build your confidence and technical knowledge. We encourage open communication across the firm and pride ourselves on maintaining a culture where everyone is approachable and willing to help.

Our Culture

At Mitchell Associates, you can expect:

- A friendly and approachable team environment
- A strong focus on learning, development and career progression
- Open-door management and regular support from senior team members
- Exposure to a wide variety of clients and industries
- A culture that values innovation and continuous improvement
- Modern cloud-based systems and technology, including Xero
- Opportunities to contribute ideas and help shape the future of the business
- A healthy work-life balance and respect for personal commitments
- Recognition and reward for hard work and personal development

We understand that professional qualifications are a significant commitment, which is why we actively support our team members through their studies and provide the practical experience needed to progress their careers.

Whether your ambition is to become an Accounts Senior, Client Manager or Chartered Accountant, Mitchell Associates provides the environment, training and opportunities to help you achieve your goals.

What Sets Us Apart

Our clients range from start-ups and growing businesses to established owner-managed companies, giving our team exposure to diverse and interesting work. We pride ourselves on building trusted relationships with our clients and being viewed as advisers rather than simply accountants.

As part of our team, you will have the opportunity to work closely with clients, develop your commercial understanding and gain valuable experience across accounts, tax, bookkeeping, VAT and business advisory services.

If you are looking for more than just a job and want to join a firm that will invest in your future, Mitchell Associates could be the perfect place to start your accountancy career.