

**Fairhurst** is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists, payroll bureau and trusted advisors, our clients ranging from SME's to large international groups and listed entities.

**Job description:** We have an exciting opportunity for an **Part Qualified Accountant**.

Based at our Wigan office and working as part of our Accounts team to provide support to the Accounts Managers. You'll be someone who is both comfortable working proactively and managing your own tasks, as well as confident collaborating with others and communicating regularly with clients, managers, senior managers, directors, and partners to help businesses effectively. You'll be encouraged to identify and draw attention to opportunities for enhancing our services.

This opportunity is for a full-time position, working 37.5 hours per week over 5 days on a permanent basis. We offer a flexible working week between the hours of 8am and 6pm.

**Key responsibilities will include:**

- Prepare statutory accounts under FRS 101, FRS 102 and SORP 102
- To assist the accounts team on a variety of accounts, from planning to completion
- Identify any accounting matters, dealing with them where appropriate and referring complex matters on to your manager when necessary
- Compile management accounts from incomplete records
- Liaise directly with clients ensuring a timely delivery of services and manage the relationship in a professional manner
- Resolve client queries, and plan workloads effectively
- Use of Excel spreadsheets to present and analyse key information
- Ensure client files are organised and up to date with new information and key changes
- Accounts preparation work on complex clients
- Corporate and personal tax compliance work and where appropriate, tax planning
- External letters to clients, HMRC and statutory bodies
- Collaborate with Account Supervisors, the Partner, and team members on client accounts
- VAT returns, bank reconciliations, P11D and other ad hoc tasks

The current workload is predominantly accounts-based, but may be required to support Audit during busy periods.

**Key skills & experience:**

- Currently studying ACA/ACCA qualification, with minimum 2 years' experience
- Minimum 2 years accounts experience within a similar role
- Cloud based software is used regularly at Fairhurst so knowledge of Xero and Sage would be beneficial
- Excellent attention to detail
- Microsoft Word and Excel skills

- Proactive approach
- Must be able to think clearly, deliver quickly and accurately
- Persistent, resourceful, self-motivated and be able to work to deadlines
- Ability to build effective working relationships, both internal and external