

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 **Accounts Assistant**.

Based at our Wigan office and working as part of our Small Business Unit 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:

- Preparation of statutory accounts, management accounts, year-end financial statements, personal tax returns and corporation tax
- Bank reconciliations, tax computations, VAT returns, P11Ds, processing invoices and expenses, and other ad hoc tasks
- Identify any accounting matters, dealing with them where appropriate and referring complex matters on to your manager when necessary
- 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
- Ensure client files are organised and up to date with new information and key changes
- External letters to clients, HMRC and statutory bodies
- Collaborate with the Account Managers and team members on client accounts
- Support junior team members
- Use of Excel spreadsheets to present and analyse key information

Key skills & experience:

- AAT qualified and/or qualified by experience with 5 years+ practice experience
- 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 internally and externally