



Job Description

Job Title:	Client Accountant
Reports to:	Senior Manager – Client Advisory & Operations
Working Hours:	9:00 AM to 6:00 PM (40 hours per week) <i>(Hours may vary occasionally for business reasons)</i>
Salary and Benefits:	Competitive salary, generous benefits, career development opportunities
Location:	Milton Keynes, Buckinghamshire

Alexander Rosse

Hello and welcome to **Alexander Rosse** — we are a fun-loving team of entrepreneurs and qualified accountants who believe business should be human, smart and digital-first.

Since launching in 2009 as one of the **first “Xero-only” accountancy practices in the UK**, we have grown into a **Xero Platinum Partner** and one of the leading firms of Chartered Accountants specialising in cloud-based accounting and advisory services.

Our founders come from Big 4 backgrounds and have built a firm that truly supports small and medium-sized businesses to grow. Our senior team brings hands-on experience from working with hundreds of businesses — knowledge that’s hard to beat and makes a genuine difference to our clients.

Position Summary

As a Client Accountant, you will play a key role in maintaining accurate financial records, ensuring compliance with statutory requirements, and supporting clients in achieving clear, timely, and reliable financial reporting. You will manage day-to-day bookkeeping, VAT returns, and statutory submissions, while assisting in the preparation of management and year-end accounts.

This position demands strong attention to detail, an analytical mindset, and a proactive approach to client communication and problem-solving.

This is an excellent opportunity to learn and grow within a supportive environment while gaining exposure to modern accounting tools and practices.

Key Responsibilities

Financial Accounting & Reporting

- Prepare and review **Year-End Accounts**, including:
 - Review of bookkeeping records
 - Prepayment and accrual adjustments
 - Fixed asset register maintenance and reconciliation
 - Balance sheet and P&L reconciliation
 - Bank account reconciliation
 - Preparation and submission of statutory accounts



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Management Accounts & Bookkeeping

- Maintain accurate month-to-month accounting records
- Accrue and prepay expenses as required
- Prepare and review aged payables/receivables reports
- Perform intercompany and statement reconciliations
- Maintain prepayment and fixed asset schedules
- Support the preparation of management reports for clients

Tax & Compliance

- Assist with the preparation and submission of VAT returns
- Support preparation of corporate and personal tax computations
- File confirmation statements and dormant company accounts
- Provide basic tax guidance where appropriate
- Complete payroll journals and reconciliations

Client Service & Administration

- Prepare and issue client invoices in line with engagement terms
- Process accounts payable and receivable within agreed timelines
- Monitor and manage client credit control
- Record petty cash and expense claims accurately
- Reconcile transactions and maintain trial balances
- Prepare company secretarial forms for Companies House submission
- Respond to client queries within 24 hours and maintain clear communication

General Responsibilities

- Ensure accuracy and compliance in all financial records
- Monitor budget variances and support corrective actions
- Uphold confidentiality and professional integrity at all times
- Contribute to continuous process improvements within the accounting team
- Undertake additional reasonable duties as required

Qualifications & Experience:

- AAT qualified or part-qualified in **ACCA / ICAEW / CIMA**
- Minimum **2–3 years' experience** in a similar accounting role
- Strong working knowledge of accounting principles, double-entry bookkeeping, and statutory compliance
- Proficiency in **Microsoft Office (particularly Excel)** and accounting software packages
- Sound understanding of **financial statements** and fixed asset depreciation
- Ability to analyse and reconcile complex transactions
- Excellent written and verbal communication skills
- Strong organisational skills with meticulous attention to detail
- Proven ability to work under pressure and manage competing deadlines
- Committed to ongoing professional development



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Core Competencies

- Analytical and methodical approach to problem-solving
- Excellent interpersonal and client-facing skills
- High level of discretion and confidentiality
- Collaborative mindset with a commitment to team success
- Professional presentation and conduct

How to Apply

Please submit your CV and a short video explaining why you are interested in this role and how you see yourself contributing to Alexander Rosse to vacancies@alexanderrosse.co.uk. Please state your salary expectations.

Alexander Rosse is a dynamic and inclusive business, committed to fostering a workplace that values diversity and promotes equal opportunities for all. As part of our dedication to creating an open and supportive environment, we encourage applications from individuals of all backgrounds.

Why Join Alexander Rosse?

You will be joining a forward-thinking firm that values innovation, personal growth, and genuine teamwork. We invest in our people through structured training, mentoring, and exposure to real client work from day one. If you are looking to grow your accounting career in a modern, friendly, and ambitious practice — we would love to hear from you.