

Date posted: Jul-22
Job Title: Accounts assistant
Reporting to: Manager
Hours of work: Full time
Location: Billericay, Essex



About Us

Mudd Partners LLP is a firm of Chartered Accountants and Business Advisers providing a full range of accounting and business advisory services to a diverse range of corporates, owner managed businesses and private clients across the South East of England. We are a single location practice based in Billericay, Essex with five partners and approximately 25 staff.

Job description

We are seeking a tech savvy accounts assistant to help manage a portfolio of approximately 25 clients of mixed size and industry.

A personable manner is essential, as is diligence and bundles of enthusiasm!

Your routine will primarily include processing of client data to a reconciled Trial Balance and the preparation of VAT returns using Dext software in conjunction with Xero or Sage.

The role could be filled by a bookkeeper on a part time basis (25 hours per week) or a full-time trainee accountant who would spend their surplus time assisting the accounts team and studying / training to fulfil an ACA approved training contract.

Our internal, integrated systems are fully digitized and offer seamless remote working capabilities. Systems include the predominant use of industry leading Iris Accountancy Suite and Virtual Cabinet document management software.

Main Duties

- ✓ Process client data (using automated processes wherever possible) and reconcile ledgers.
- ✓ Complete and file VAT and CIS Returns.
- ✓ Liaise with HMRC as and when required.
- ✓ Assist with the preparation of annual accounts and tax computations.

Skills and Experience

- ✓ Strong A Level grades.
- ✓ Minimum of AAT Level 3. Level 4 preferable.
- ✓ Two years practice experience as a bookkeeper or accounts assistant.
- ✓ Must be computer literate, including good Microsoft Excel skills.
- ✓ Use of Dext, Xero and Sage software is an advantage but not essential.

Remuneration and training

- ✓ Competitive salary, subject to relevant skills and experience.
- ✓ Advanced software training to best utilize automated functionality of modern software.
- ✓ Completion of AAT training and or commencement of ACA training.
- ✓ We have an excellent working relationship with First Intuition, Chelmsford, and advocate their excellent training programs.
- ✓ Formal, structured training is always tailored to the individual's learning style.

To Apply

To be considered for this role, please send your CV to Pieris Alexandrou (email pieris.alexandrou@mudd.co.uk)

We welcome like-minded and talented individuals so if you do not currently meet the above criteria but feel that you can add value to our business in other areas then we would be pleased to receive your CV with an explanation to that effect.