

Date posted: November 2019
Job Title: Assistant accountant
Reporting to: Managers & Partners
Hours of work: Full time
Location: Billericay, Essex



CHARTERED
ACCOUNTANTS



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 six partners and approximately 25 staff.

Job description

We seek a tech savvy accountant to join our growing team of excellent professionals. This particular role has opened due to an employee re-locating away from the area.

The ideal candidate will have a real appetite for progressive software and advanced automation.

Whilst this is largely a supporting role we have plenty of scope to develop your own responsibilities and progress within our business accounts team.

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

Main Duties

- ✓ Monitoring a portfolio of clients operating cloud software, predominantly Xero
- ✓ Assist new clients with software migration
- ✓ Support clients and your team with advanced automation and third party app integration
- ✓ Preparation of management accounts and statutory accounts
- ✓ Drafting tax computations
- ✓ Liaise with HMRC as and when required

Skills and Experience

- ✓ To have minimum of three years' experience in general practice.
- ✓ To be an **advanced** user of bookkeeping software (predominantly Xero and Receipt Bank)
- ✓ To be adept at third party apps and software integration
- ✓ Knowledge of Iris Accountancy suite is an advantage but not essential.

Remuneration package and benefits

- ✓ Competitive salary, subject to relevant skills and experience.
- ✓ Excellent study arrangements (we are an approved training practice)
- ✓ Advanced software training will be provided where required.

To Apply

To be considered for this role, please send your CV to Mark Wright (email markwright@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.