

Audit and Accounts Senior x 2

FULL TIME -> 37 hours

We are recruiting for either a recently qualified or nearly qualified (ACCA/ICAEW) accountant with a minimum of 3 years' of audit experience, as we continue to experience high growth.

We are a well-respected established firm based in Bedford with approximately 20 team members.

The role will not be pure audit and will involve accounts and tax work. You will therefore get a mixture of work and we will grow you a client base giving you the opportunity (with support) for personal development as well as supporting other more senior members of staff.

The right candidate should ideally have a strong knowledge of or skills in the following areas:

- You must have 3 years of audit experience
- Experience of working at an accountancy practice
- The job involves some personal, as well as business tax work, so some tax experience is preferable (but training can be provided)
- Accounts preparation experience for sole traders, partnerships and limited companies
- Use of software e.g. SAGE, SAGE Business Cloud, Xero, FreeAgent, Quickbooks, Kashflow
- Be confident enough to speak with clients and potential clients (support will be provided)
- Computer skills in Excel and Word
- Knowledge and experience of IRIS is desired, as the firm uses this for its accounts and tax preparation
- Show initiative, willing to learn and continue to develop your next stage of your career

The job may involve travelling to clients so a driving license and car are essential.

Training and support can be provided but you will be expected to be able to have a strong background and ability to work unaided at times. Excellent IT and communication skills are a must, along with the ability to multi task whilst maintaining a professional approach.

Hours – 37 hours Mon – Fri (some flexible working times)

Holiday – 20 - 25 days (depending on if qualified or not) + Bank holidays + Christmas Eve

Enjoyment – At least 2 events every year

Pension – auto-enrolment via salary sacrifice scheme

Medical benefit – after 2 years employment

Death in Service – after 2 years employment

Salary – from £27.5k - £35k

Other benefits and perks

CPD – time given and paid for

Applications to: J Pritchett @ Our address above or jobs@rppaccounts.co.uk