

David Allen

Accounts Senior

Job Description

At David Allen, we have always been ambitious and we have high aspirations and expectations for those people who help us achieve our goals. Our promise to you will be that we will give you plenty of scope for your own personal development and recognition for your hard work.

In order to develop our business, we are seeking to recruit Accounts Seniors at both our Workington and our Dalston Offices. The ideal candidates will have experience of preparing accounts for a wide range of entities and have sufficient audit experience to be able to lead on audits. You will have experience of working in a similar role and have suitable qualifications or qualified by experience.

Person Specification

We are looking for an experienced Accounts Senior who is looking to advance their accountancy career and excel in a new role. The ideal candidate will be highly motivated, professional and client focused and will need to demonstrate good technical knowledge and excellent communication skills. You will have the drive and ambition to make the most of your skills and be keen to deliver a fantastic level of service.

Role & Requirements

To work as part of an existing and well established accounts team with responsibilities including:

- Prepare and submit accounts, VAT Returns and any relevant documents in an accurate manner ensuring deadlines are met
- Maintain and update manual and computer records accurately
- Comply with internal policies and procedures, ethical standards and regulatory requirements
- Delegate and train junior members of staff ensuring accounts are prepared in accordance with relevant accounting standards and the Companies Act 1985/2006.
- Plan, manage and prioritise personal time and productivity
- Possess excellent communication skills (both verbal and written)

Salary

At David Allen, we value long-term relationships and we have a reputation for being secure, stable and trustworthy. Your salary will be dependent on your existing experience.