David Allen

Job Description

Job title:	Accounts Assistant ACA Apprenticeship or Training Contract
Department:	Limited
Line Manager:	Corporate Manager
Line management responsibilities:	None

Aims and purpose of the job

To assist and work as part of the Limited department preparing and completing financial statements, corporation tax and business computations, VAT returns and any relevant documents for a range of business entities, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation.

To develop and consolidate your knowledge of professional accountancy services by undertaking and successfully completing a Level 7 ACA qualification in Accountancy as part of your apprenticeship/training contract.

Generic role duties to include:

Accounts Preparation	
1.	• To prepare and complete financial statements, corporation tax and business computations, VAT returns and any relevant documents for a range of business entities, ensuring all work produced is accurate, to the highest standard and in accordance with relevant legislation. • To work efficiently and effectively to ensure that minimal adjustments are needed post accounts manager review, working with a proactive approach to clear queries with clients ahead of meetings. • To use and comply with business systems and processes such as APS, Virtual Cabinet, Xero, Digita, Quickbooks, and Sage. • To aim to carry out all work efficiently with a recovery of at least 95%, in line with the firm's objective.
Quality	
2.	• To take full responsibility for all work and tasks assigned to you and to carry out all work accurately, to the highest standard and in accordance with legislation. • To plan, manage and prioritise your own workflow and productivity to ensure personal and team targets and deadlines are achieved. • To maintain and update records in a timely and accurate manner and ensure that their data, information and records are secure at all times, adhering to GDPR legislation. • To carry out all work with a four week turn around period or sooner subject to operational needs. • To assist your line manager to identify ways to improve and develop departmental systems and the client experience.

Communication	
3.	• To answer the telephone with two rings in a polite and courteous manner. • To deal with all communications in a timely manner and ensure they are of a high professional standard using David Allen brand guidelines and templates. • To liaise with other teams within the firm to ensure a joined-up approach is adopted where applicable. To work with personal tax, payroll, VAT/tax specialists, the financial services team, and other departments when necessary to identify key communication points ahead of client meetings. • To ensure there is clear communication with your line manager and other team members on work being carried out. • To notify them at the earliest opportunity if a job approach, fee, or budget appears to need adjusting and update workflow records in a timely and accurate manner. • To work closely with other members of the team on specialist projects as and when required.
Development	
4.	• To manage and meet the requirements of your apprenticeship/training contract standard within the relevant timescale ensuring your studies are up to date and you pass any assessments at the first attempt. • To maintain your own professional and technical knowledge by attending technical workshops and further training, reviewing professional publications, establishing personal networks, benchmarking state of the art practices, participating in professional societies and business networking meetings.
Central Duties	
5.	• To represent the business when required to ensure positive links, relations and networks. • To show a commitment to equality, diversity, and inclusion (EDI). • To undertake personal development necessary to ensure effective performance in the role. • To participate in relevant and appropriate training and development as required. • To demonstrate the David Allen values of ambition, professionalism, knowledge, integrity, and respect in the work you do and during your appointment.

Method of working

The David Allen Group expects all staff to work effectively, both as individuals and as part of a team, delivering high quality services and support to clients and staff. In doing so, the company expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

Public relations

Considerable importance is attached to the role the business plays in its various communities. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the business and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the line manager to meet changing circumstances or business needs. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.