David Allen

Job Description

Job title:	Accounts Assistant
Department:	
Line Manager:	
Line management responsibilities:	None

Aims and purpose of the job

To assist and work as part of the accounts team by ensuring accurate and efficient work is carried out at all times.

Generic role duties to include:

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.
2.	To plan, manage and prioritise your own workflow, budgets, job approaches and productivity to ensure targets and deadlines are met, as agreed with the accounts manager.
3.	To aim to carry out all work efficiently with a recovery of at least 95%, in line with the firm's objective.
4.	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.
5.	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.
6.	To deal with clients in a professional and courteous manner and ensure that their data, information and records are secure at all times, adhering to GDPR legislation.
7.	To use and comply with business systems and processes such as APS, Virtual Cabinet, Xero, Digita, Quickbooks, and Sage.
8.	To maintain and update all computer records and timesheets in a timely and accurate manner.
9.	To carry out all work within a four week turn around period where appropriate.
10.	To work closely with other members of the team on specialist projects as and when required.
11.	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.
12.	To help your line manager identify ways to improve and develop the department.

13.	To deal with all communications in a timely manner and ensure they are of a high professional standard.
14.	To take full responsibility for all work and tasks assigned to you.
15.	To monitor non-chargeable time, ensuring this is minimal and, unless otherwise agreed, no more than 5%.

Central duties

16.	To represent the business when required to ensure positive links, relations and networks.
17.	To show a commitment to equality, diversity, and inclusion (EDI).
18.	To undertake personal development necessary to ensure effective performance in the role.
19.	To participate in relevant and appropriate training and development as required.
20.	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.