

JOB SPECIFICATION:

Trainee Accounts Technician



Name:		Effective from:	June 2022
Department:	General Practice		
Job Title:	Trainee Accounts Technician		
Reports To:			
Hours / Days:	9.00 a.m. - 5.30 p.m. or as agreed	Monday - Friday	37.5 hours
Job Summary:	Responsible for undertaking high quality accounts preparation services for a range of business clients, including sole traders, partnerships and limited companies.		

Key Activities:

1. Client Accounts

- Setting up new accounts file and listing books received, noting any missing information.
- Processing client records to draft accounts stage.
- Completing file sections and cross referencing schedules.
- Completing work programmes and administration paperwork.
- Processing transactions using Cloud software (Xero/Quickbooks/sage etc)

2. VAT and Tax Returns

- Set up new section in VAT and Tax Return files and check all client records received.
- Processing transactions using Cloud software (Xero/Quickbooks/sage etc)
- Processing client records to draft VAT and Tax returns.
- Complete VAT and Tax return forms when checked.

3. General

- Undertake general administration tasks.
- Effectively communicate with colleagues within the organisation to promote teamwork across the group and assist in the development of internal relationships.
- Identify and meet personal job-related training as required.
- Provide assistance in terms of general and specific support to Partners, Associates and managers as required.
- Undertake other reasonable work activities as determined by the Partners, Associates and managers.
- Undertake appropriate training to ensure CPD criteria is met.