

JOB SPECIFICATION:

Senior - General Practice

Name:		Effective from:	
Department:	General Practice		
Job Title:	Senior		
Reports To:		Manager	
Hours / Days:	9.00 a.m. - 5.30 p.m.	Monday - Friday	37.5 hours
Job Summary:	Responsible for undertaking high quality accounts preparation and tax compliance services for a range of business clients including sole traders, partnerships and limited companies.		

Key Activities:

1. Accounting

- Fully accountable for the timely provision of accounting services including corporate and personal tax returns and special services for a portfolio of clients.
- Provide projections and forecasting information.
- Produce VAT returns and provide an in depth knowledge and advice service to clients.
- P11D and other payroll advice and services.
- Utilise a variety of paperless software applications.
- Cloud Accounting Packages e.g. Xero, Sage, Quick Books, client help and visits.
- CIS return - processing and certificates.
- Take responsibility for the planning, performance and preparation of draft accounts and tax computations for Manager or Partner review.

2. Business Development / Client Management

- Develop client relationships, including regular client contact by telephone, meetings and electronically.
- Identify opportunities for additional services.
- Awareness of business development including representing the firm at networking events.
- Play an active role in raising the profile of the business.
- Display a confident, accurate and reliable accounting knowledge when interacting with clients, presenting ideas and implementing strategies.
- Actively engage with senior staff / Partners to gain a good understanding of the business.
- Liaise directly with business owners and accounts staff.
- Build and maintain strong relationships with clients.

3. Client Accounts

- Process client records to draft accounts stage.
- Complete file sections and cross referencing schedules.
- Complete work programmes and administration paperwork.
- Contact clients for information.
- Attend client premises if required.

4. Tax Compliance / VAT

- Complete VAT return form when checked.
- Communicate with client when VAT return is complete and submit to HMRC.

- Prepare self-assessment tax returns, business and partnership tax returns to include detailed capital gains computations and preparation of schedules of income from property.
- Process information on a computerised tax software to produce returns and calculations above.

5. Company Secretarial

- Prepare and submit Confirmation Statements.
- Prepare and submit other Companies House forms.
- In charge of company secretarial work and statutory books.

6. Staff

- Mentor, supervise and coach junior staff assigned and contribute to non-client work.
- Delegate tasks effectively.
- Review work of junior staff, ensuring quality in compliance with professional standards / requirements.

7. 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 and Managers as required.
- Undertake other reasonable work activities as determined by the Partners and Managers.
- Undertake appropriate training to ensure CPD criteria is met.