



Langdowns DFK

AUDIT ASSISTANT
AUDIT/ACCOUNTS DEPARTMENT

Job Title: - Audit Assistant

The candidate will be responsible to our Audit/Accounts Managers in carrying out all duties set out below.

Job Description:

Based predominantly in our Eastleigh office with requirement to work from our Andover and Basingstoke offices at times as well as at client premises. Working in the Audit/Accounts department as part of a team, reporting to the Managers.

Part qualified AAT or studying towards ACCA or ACA qualification.

Duties:

- Preparation of accounts using IRIS software within specified budgets and passing to manager to review.
- Clearing reviews and finalising accounts including checking disclosures in Limited Company Accounts.
- Preparation of Corporation Tax computations including capital allowances.
- Statutory work for clients.
- Undertaking ad hoc work for clients as needed.
- General office administrative duties.
- Attending training courses as directed by managers.
- Attending day release study towards a recognised accountancy qualification (AAT/ACCA/ACA) and keeping continuous records of work-based experience in connection with this accountancy qualification.
- Any other reasonable duties as required.



Personal Qualities:

- An effective communicator orally and in correspondence.
- Self-motivated, quick thinking, and keen to show initiative.
- Good team player with ability to lead and train junior members of staff.
- Well-presented and possess the necessary attitude and personality that is associated with a professional firm.
- Able to demonstrate good interpersonal skills with staff and clients alike.
- Able to adhere to budgets and advise managers of problems on a timely basis.
- Organised with excellent timekeeping skills. Detailed records of timekeeping have to be kept on the firm's practice management software.

Professional Attributes:

The skill areas that are essential are:

- Experience in all areas of accounts preparation.
- Use of computer packages to produce accounts.
- Computer literacy especially regarding spreadsheets, e-mail and use of Microsoft Products in general.

The skill areas that are desirable are:

- Former employment in practices of similar size.
- Understanding of Xero and SAGE software.
- Understanding of IRIS accountancy suite software
- Audit experience would be useful but not essential

Other:

This role will include regular travel to clients' premises for business purposes. Ownership of, or access to, a car and a full UK driving licence is required, or the ability to make suitable alternative arrangements.