

ABOUT LANGDOWNS DFK

Langdowns DFK is a long established firm of Chartered Accountants with our head office in Eastleigh as well as offices in Andover and Basingstoke. We provide taxation and accountancy services to a wide range of clients, including limited companies, sole traders, partnerships and high net worth individuals.

ACCOUNTS STUDENT

You will be working in the Audit / Accounts department as part of a team, reporting to the Accounts Managers. This role will involve practical training and a study support package towards AAT accountancy qualification leading to ACA / ACCA studies.

Duties will involve:

- Preparation of accounts using IRIS software within specified budgets, for Sole Traders, Partnerships and Limited Companies, and passing to manager to review.
- Clearing reviews and finalising accounts including checking disclosure in Limited Company Accounts.
- Preparation of Income Tax and Corporation Tax computations including Capital Allowances and Capital Gains.
- Assisting with audits
- Statutory work for clients
- Bookkeeping for clients
- Preparation of VAT Returns manually and using software (SAGE / Xero)
- Undertaking ad hoc work for clients as needed
- General office administrative duties
- Attending training courses with Solent Accountancy, as directed by the managers
- Completing timesheet accurately on a daily basis
- Any other reasonable duties required.

Conditions

- Working week: 37.5 hours with a 4pm finish on Fridays
- Annual Holiday: 20 days plus bank and public holidays plus 3 extra days off over Christmas period
- Christmas Party and Summer Event every year
- Good working environment in a friendly and professional office

REQUIREMENTS

Desired skills

- Experience of dealing with customers either face to face or over the telephone
- Experience of working to deadlines and the ability to prioritise work effectively
- Experience of working within a team to achieve an overall goal
- An attention to detail with the ability to produce work without errors
- Previous experience in an accountancy or administrative role is desirable but not essential
- Own transport is preferred as the role may require you to visit our other offices from time to time

Personal qualities

- Organised: co-ordinates work and monitors performance against agreed objectives and deadlines
- Communicating: articulates messages clearly, listens to others and engages with people
- Working effectively: takes ownership for work to meet deadlines and uses initiative to solve problems
- Evaluating & interpreting: seeks to understand root causes and complex situations to make informed recommendations

Desired qualifications

- Good GCSE grades with grade C or above (or equivalent) in Maths and English
- 3 A-Levels (or equivalent) at grades A / B / C (or predicted grades) including Maths or Business / Economics would be desirable but not essential