

## Cummins Accountants – Job Description

### **JOB TITLE**

- Tax return and accounts preparer

### **MAIN PURPOSE AND SCOPE OF THE JOB**

- Preparation of a mixture (depending upon the strengths of the successful applicant) of Company, Sole Trader, Partnership Accounts, tax calculations and business and personal tax returns.
- Managing own workflow to meet company year-end deadlines and other client deadlines

### **POSITION IN ORGANISATION**

**Reports to:** Mark Cummins FCCA, Managing Director

### **DUTIES AND KEY RESPONSIBILITIES**

#### Management of Company, Sole Trader and Partnership accounts process

- Requesting books and records from clients
- Monitoring and chasing client books and records as required
- Ensuring books and records are returned to clients when accounts are finalised

#### Accounts Preparation

- Thorough examination and analysis of client books and records
- Processing and posting figures using VT Final Accounts software
- Resolving queries via email, telephone or in person with client
- Preparation of all underlying schedules (accounts working papers)
- Preparation of accounts for review by senior staff

#### Tax Returns

- Preparation of tax calculations
- Preparation of company, partnership and personal tax returns
- Preparation of client letters

#### Submissions to HMRC and Companies House

- To prepare and submit submissions to HMRC and Companies House

#### Work Deadlines

- To be responsible for meeting all company statutory deadlines and reporting any issues with the appropriate manager

#### Monthly Team Meetings

- Attending monthly team meetings

### **GENERAL RESPONSIBILITIES**

- To be responsible for keeping work area tidy and presentable
- To carry out all work to a consistently high standard
- To always strive to provide a quality service to our clients
- To be client focused and act in a professional and ethical manner at all times

## Cummins Accountants – Person Specification

### SKILLS AND ABILITIES

Communication

### CRITERIA

*Clear and concise written and spoken communication skills.*

*Ability to present written information in a structured and balanced way appropriate to the needs of the reader.*

*Confident telephone manner.*

IT Skills

*Proficient in use of Microsoft Office Suite.*

*Proficient in use of VT Final Accounts.*

*Must be willing to use own initiative and research answers to problems.*

Technical problem solving

### EXPERIENCE

Accounting

*Experience (minimum 3 years) in accounts preparation (ideally using VT Final Accounts software) and / or tax return preparation.*

*Electronic submission of company, partnership and personal tax returns.*

General

*Supporting senior managers.*

### KNOWLEDGE

Qualifications and training

*Relevant accountancy experience and/or qualifications.*

*Good knowledge of:*

- VAT
- Tax deductible expenses
- Latest developments, e.g. FRS105/102A
- Income tax
- Capital gains tax
- National Insurance

Personal Development

*Demonstrable attitude to continued professional development.*

### PERSONAL ATTRIBUTES AND

### OTHER

### REQUIREMENTS

*Be meticulous and conscientious in carrying out duties.*

*Be ambitious in helping to grow the business and looking to personally work towards a managerial role.*

*Be willing to work extra hours during busy periods.*

*Be a good team worker demonstrating loyalty and commitment to the organisation and team members.*

*Be willing to attend training courses as required.*

*Be willing to carry out any other duties commensurate with position as required by organization.*