

# Armstrong Watson – Job Description

<b>Job Title:</b>	Accounting Assistant
<b>Reports to:</b>	Accounting Supervisor / Accounting Manager

## 1. Job Purpose:

To complete accountancy and business taxation assignments for clients of Armstrong Watson. To carry out other related activities as directed by the Accounting Supervisor/Manager.

## 2. Relationships and Context

- Accounting Supervisor / Accounting Manager in connection with accounting assignments;
- Liaising with our tax team in connection with personal tax affairs;
- Assisting Accounting Senior/Supervisor on larger/more complex assignments;
- Contact with clients in connection with basic queries;
- Contact with external bodies such as HMRC.

## 3. Principal Accountabilities / Responsibilities:

### Job Management

### Financial Statements & Business Taxation

- Completing draft financial statements for sole traders, partnerships and companies ready for review by an Accounting Supervisor/Manager;
- Completing draft business tax computations ready for review by an Accounting Supervisor/Manager;
- Completing the above in line with Armstrong Watson procedures, the approved job plan and approved budget set out by the Accounting Supervisor/Manager at the planning stage of the assignment;
- Ensuring all necessary client's records are present before starting an assignment;
- Ensuring that personal tax information is obtained from the client during the course of the accounts production and passed to our tax team in a timely manner;
- After confirmation from the Accounting Supervisor/Manager, resolving basic queries relating to the assignment directly with the client;
- Notifying the Accounting Supervisor/Manager at the earliest opportunity if client circumstances/records have changed and the job plan needs to be adjusted so that fees can be renegotiated with the client;
- Raising appropriate queries for the Accounting Supervisor/Manager;
- Drafting appropriate meeting agenda points and a meeting pack for review by the Accounting Supervisor/Manager and discussion at the client meeting;
- Minimizing the need for adjustments after review by the Accounting Supervisor/Manager by completing the assignment correctly first time and clearing basic queries;
- Adjusting the draft financial statements and business tax computations after the client meeting in accordance with the meeting notes;
- Ensuring personal tax returns are updated by our tax team after the client meeting;
- Assisting with the filing of financial statements and corporate tax returns;
- Following internal processes to ensure our checklists and work tracking software is kept up to date;
- Managing own time on the assignment in line with the budget and notify the Accounting

Supervisor/Manager prior to any overruns arising;

- Visiting client's premises for the above, where required;
- Completing adhoc Accounting assignments relating to client affairs as instructed by the Accounting Supervisor/Manager;
- Assisting with general administration within the Accounting Service Line.

**Management Information Systems (where applicable):**

- Preparing VAT returns, book keeping, management accounts for clients;
- Visiting client's premises for the above, where required;
- Completing the above in line with the job plan set out by the Accounting Supervisor/Manager with a view to making the year end accounts production as straight forward and efficient as possible.

**Client, Internal and External Organisational Contact**

- Communicating with the Accounting Supervisor/Manager issues relevant to assignment;
- Directly liaising with clients using a variety of methods to facilitate the production of financial statements, business tax computations and obtaining personal tax information;
- Liaising with our tax team in connection with personal tax affairs;
- Returning phone calls and written correspondence within required deadline and ensure promises are kept.

**Internal Financial Management & Business Planning**

- Understanding and working proactively towards achieving own contribution to the departmental business plan.

**New Business Development**

- Forming good professional relationships with clients, creating an environment whereby clients feel happy to refer their contacts to Armstrong Watson;
- Actively endeavoring to make non-clients aware of the services and benefits that Armstrong Watson can provide;
- Assisting with business development events as required.

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The post holder may perform other duties and responsibilities as required.

We also expect candidates who are employed in this post to be able to evidence competency in line with our behavioural competencies list / document (which can be accessed from Jostle or by a member of the Recruitment Team upon request).