

Paterson Brodie Limited

Chartered Certified Accountants

Our Ref: RECRUITMENT

Your Ref:

If calling or telephoning please ask for: Joanne Austin/Katie Godfrey

Cliveden Chambers
Cliveden Place, Longton
Stoke-On-Trent, ST3 4JB

Tel: 01782 599428

Fax: 01782 598725

www.patersonbrodie.com

solutions@patersonbrodie.com

Job Title: Semi Senior Accountant

We are seeking a motivated and experienced Accountant to join our team at Paterson Brodie Limited. We are committed to delivering exceptional accounting services and building lasting relationships with our clients. As a Semi Senior Accountant, you will have the opportunity to work with a diverse range of clients of various sizes, and from various industry sectors. Your role will involve managing a portfolio of clients, liaising with them throughout the accounting process, and ensuring all accounts are prepared accurately and efficiently.

Duties & Responsibilities:

- Preparation of financial statements for sole traders, partnerships, and limited companies.
- Preparation of corporation and personal tax returns.
- Preparation of monthly/quarterly management accounts.
- Processing of VAT returns.
- Processing of payroll & pension submissions as and when required.
- Liaising with clients in relation to ad hoc projects.

Skills & Experience:

- Minimum 3 years of experience in an accountancy practice.
- AAT Level 4 finalist/Fully qualified AAT/ACCA student.
- Ability to work effectively in a friendly team environment.
- Proficient in IT skills, including Microsoft Office, Sage, and Xero.
- Excellent communication skills with both coworkers and clients.

Package & Benefits:

- Competitive salary ranging from £22,000 to £25,000 per year.
- Flexi time for a better work-life balance.
- Full study support package.
- 29 days holiday per year (including bank holidays).
- Free onsite parking facilities.

At Paterson Brodie Limited, we value our employees and provide a supportive and collaborative working environment. Join our team and contribute to the success of our clients while advancing your career in accountancy. To apply, please send your CV and a cover letter detailing your relevant experience and qualifications to solutions@patersonbrodie.com

Shortlisted candidates will be contacted for interviews.

Directors: Paul Scriven FCCA, David Thornton MAAT, Jack Martin ACCA

Company No 10596807 Registered in England & Wales **Vat Reg No** 268 7836 42

Bank Details: Barclays PLC, Paterson Brodie Ltd, Sort Code 20-36-43, Account 33492656

Registered as auditors in the United Kingdom by the Association of Chartered Certified Accountants'.