Job description- **Practice Accountant**

Reporting to: **Managing Director**

Line management: **Trainee Accountant**

Department: **Finance team**

**Company**:

*Rafah is a unique recruitment agency that offers staffing solutions to companies across the UK. We pride ourselves on being the trusted partner of choice in sourcing candidates for organisations across the UK. Our sister company is a small and family run practice which specialises in providing accounting services to a diverse range of clients, primarily focusing on property and healthcare care agency companies etc. They are looking for an accountant to join their team, a professional Accountant with a strong work ethic and exceptional attention to detail. This role is critical in supporting Rafah’s sister company in ensuring they provide the best accounting services and be the best company to work for in the UK.*

*As a Practice Accountant, you will help manage their client accounts and monitor the financial performance of their business. The ideal candidate will have a solid knowledge of bookkeeping processes and be able to handle large volumes of financial transactions accurately with team management responsibilities. You will work with a diverse portfolio of clients and develop strong client relationships. You will also be expected to stay up to date with knowledge and practical experience in business tax computations, as well as the preparation of partnership and corporation tax returns.*

**How you'll help support Rafah’s strategy:**

1. Preparation of limited company and charity accounts
2. Preparation of Partnership accounts
3. Self- assessment
4. Corporation Tax
5. VAT
6. Payroll
7. Maintain pension scheme.
8. Maintain clients’ relationship.
9. Liaise with internal and external stakeholders.

**Let's talk about you**

1. Minimum of 3 years practice accounting experience necessary, would suit part qualified / qualified accountant (ACA/ACCA/AAT) or qualified by experience.
2. Possess a minimum of 3 years' practice experience and stay up to date with accounting package knowledge and practical experience on systems such as MS Office, Excel, cloud-based accounting packages (Digita, QuickBooks, tax filler accountancy manager, Xero), and the use of CRM systems for client bookkeeping and customer relations.
3. Demonstrate an understanding of statutory accounts and management accounts.
4. Be aware of HMRC and Companies House requirements.
5. You must be a problem solver and work unsupervised.
6. You must be able to produce management accounts for review within one week and monitor clients profitability ensuring any risks/issues are raised with the managing Director and the clients.

**Why should you apply:**

* Salary: £25k - £30k DOE + Excellent Benefits
* Initially 20 days plus bank holidays, increasing to 25 days with loyalty.
* 10% bonus (of profit margin paid half yearly  if you meet the objectives)·
* Bonus / incentive scheme of 10% of company profits annually
* Pension contribution of 5%
* Friendly environment
* Opportunity to join a fast-growing business giving way to serious career progression.

**Job Type:**

 Full-time

**Schedule:**

8 hour shift-08.30 am to 5.30pm

**Work Location:**

On-site

**Key objectives**

TBC