



SMITH & CO

Chartered Certified Accountants

We Are Hiring.

Client Accountant
AAT



Sage

ACCA

Who We Are.

A G Smith & Co are a long-established independent firm of Chartered Certified Accountants with offices in Laceby & Louth, looking after businesses all over the Lincolnshire and Humber area.

Using the very latest software, technology and innovation, we are a proactive accountancy business that offers its employees career development in a relaxed and modern working-environment.

What's the Job?

Our client accountant role differs from that of a traditional accounts manager. The role involves the preparation of statutory accounts & tax returns, but with a pro-active approach...

More time will be spent dealing with clients throughout their financial year, delivering pro-active advice, support and ongoing improvements to their businesses.



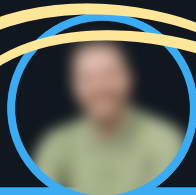
SMITH & CO
Chartered Certified Accountants

Your Pod.

You'll also have a team around you, supporting your clients in the fundamentals of their business.



PRACTICE MANAGER



CLIENT ACCOUNTANT



CLIENT ADMINISTRATOR



PAYROLL OFFICER



ACCOUNTS ASSISTANT



ACCOUNTS ASSISTANT

Sage

ACCA

Responsibilities.

Manage a client portfolio including limited companies, sole traders, partnerships and individuals.

Oversee and manage all aspects of clients' service delivery including preparation of year-end accounts, bookkeeping, VAT etc. and value-added service assignments.

Building and maintaining strong relationships with new and existing clients, acting as a main point of contact within the firm, keeping them informed of progress in relation to all aspects of service delivery and maintaining regular contact with them.

Responsibilities cont...

Working with, communicating with and **reviewing work completed by your Pod** and resolving all issues, to provide a high-quality client service.

Develop, train and motivate your Pod members and promote their development.

Be knowledgeable of firm's services and ability to cross-sell those services to your client base, based on a client's needs.

Skills, Quals. & Experience.

- Minimum AAT qualified.
- Wide range of general practice experience for owner managed businesses, including taxation.
- Excellent communication skills both written and verbal.
- Ability to build relationships with clients and stakeholders throughout the business, working as a team.
- Excellent time management and organisational skills, deal with changing priorities and deadlines.
- Experience of using cloud-based accounting software packages, such as Sage, Xero, QuickBooks, etc.
- Excellent Microsoft Office skills, particularly Excel.
- Hold a full driving licence.

What Our Team Say.

“ Working as part of the team at AG Smith & Co is a great experience. Our office has a relaxed and pleasant atmosphere but still maintains a highly professional image.

As a Client Accountant I look after my own portfolio of clients. The work is both diverse and interesting, giving me the opportunity to build on client relationships, also making it very rewarding.

Support is always on hand from my colleagues, and CPD and development are constantly being provided. I feel proud to call myself a member of the AG Smith & Co team. ”

Kerry Stabler FCCA
Practice Manager

What's on Offer? cont...

The Pay Package

- Basic Salary £31,032 – £36,653, dependent on years' experience.
- Employer Pension: 5% of salary above £6,240 (employee matched, salary sacrifice).
- Overtime: Paid at "total salary" rate. Treated as pensionable earnings.

Working Arrangements

- The role is full-time, 37.50 hours full working week (09:00 to 17:00 Mon to Fri, with 30 minutes break).
- Flexible working outside of core hours / working from home available on request.

What's on Offer? cont...

Holidays

- 28 days annual leave + bank holidays.

Learning & Development

- All qualifications & subscriptions paid for.
- 40 hours minimum CPD each year, during work hours.
- Weekly Pod Meetings.
- Quarterly 1-2-1s for Personal Development.

The Office

- A brand-new, custom designed office in Laceby, focusing on work/life balance.
- A modern satellite office in Louth.



SMITH & CO

Chartered Certified Accountants

Interested?

Send your **CV & a short personal statement** over
to Courtney Lamb via the email below.

 cjl@agsaccountants.co.uk



Sage

ACCA