



SMITH & CO

Chartered Certified Accountants

We Are Hiring.

Accounts Assistant
AAT



Sage

ACCA

Who We Are.

A G Smith & Co are a long-established independent firm of Chartered Certified Accountants based 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?

Your role will expose you to a wide variety of industries, services and experience.

The core responsibilities will be to provide bookkeeping and VAT preparation services to clients, alongside assisting our Client Accountants with the preparation of management accounts, statutory accounts and tax computations.



SMITH & CO
Chartered Certified Accountants

Your Pod.

You'll also have a team around you, helping you develop your skills & knowledge, and encouraging client interaction.



PRACTICE MANAGER



CLIENT ACCOUNTANT



CLIENT ADMINISTRATOR



PAYROLL OFFICER



ACCOUNTS ASSISTANT



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Sage

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Responsibilities.

- Preparation of bookkeeping, VAT Returns & CIS Returns for clients.
- Use of spreadsheets, cloud-based accounting software, third-party administration applications etc. (tech-focused working).
- Implement cloud bookkeeping software into businesses, training clients & their team.
- Assistance with the preparation of management accounts, statutory accounts and tax computations under the direction of your Pod.
- Assistance with the preparation of specialised services commensurate with training/development requirements.

Skills, Quals. & Experience.

- AAT Level 4 is desirable, or actively studying towards becoming a fully qualified member of AAT.
- Excellent communication skills both written and verbal.
- Ability to build relationships with clients and stakeholders throughout the business.
- Adaptable and flexible to deal with changing priorities and deadlines.
- Confident to work with clients and develop key relationships internally and externally.
- Be able to work as part of a team.
- Excellent time management and organisational skills.
- Excellent Microsoft Office skills.

What Our Team Say.

“ As an Accounts Assistant, I complete essential bookkeeping services for clients, assisting them with any concerns or queries they may have.

I also work under two Client Accountants, helping to prepare statutory accounts. Knowing the impact I make on client's business' make the role very rewarding.

I take great pride in being a member of A G Smith & Co.

”

Lucas Meredith
Accounts Assistant

What's on Offer?

The Pay Package

- Basic Salary £27,909 – £31,032 depending on 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 preferably 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.



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Interested?

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



cjl@agsaccountants.co.uk



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