
JUNIOR ACCOUNTANT

Melanie Curtis Accountants



MELANIE CURTIS

CHARTERED CERTIFIED ACCOUNTANTS
& BUSINESS GROWTH SPECIALISTS

Job Description

We have a great and exciting opportunity for a Junior Accountant to join the MCA team in our Reading office!

As a Junior Accountant, your responsibility as a whole will be to assist the accountants and team leaders with accounting services for a range of clients.

Key Responsibilities

Client Relationship Management

Your key tasks will be to:

- Communicate proactively with clients to understand their needs
- Articulate the value of our services outside of annual accounting preparation to all clients
- Monitor level of services to ensure it meets client's expectations

When working on these day to day tasks, you will need to be mindful we keep to our 24 hour turn around on emails and calls to clients.

Annual Accounting and Compliance

Your key tasks will be to:

- Assist accountants to prepare financial statements, tax and other compliance returns
- Provide support for management accounting
- Prepare letters, correspondence, reports and other documents as required

Qualifications, Experience and Skills

- A qualification/experience in accounting is desirable but not essential
- Experience of working with QuickBooks Online would be an advantage
- Experience of bookkeeping, vat returns, CIS returns and EC sales lists would also be an advantage but not essential
- Analytical and problem solving skills
- Excellent written and verbal communication skills
- Planning and organisational skills
- High degree of accuracy, responsibility and attention to detail
- Adherence to internal procedures



MELANIE CURTIS ACCOUNTANTS
THE WELLINGTON OFFICE
STATFIELD SAYE
RG7 2BT

What we expect from you

- To complete jobs on time and within budget
- Manage workload and establish priorities
- Achieve KPI's
- Communicate clearly and in a timely manner with clients

What we would like from you

- Able to work under pressure
- Able to meet deadlines
- Assist other team members where appropriate
- Be a team player
- Work in a focused manner and with attention to detail
- Display each of the following attributes - excellent work ethic / dedication / punctuality / initiative / personality / proactive / organised / professional

About MCA

We are a growing team of accounting and business advisory professionals with a passion to make clients lives easier and stress free. The MCA team offers a variety of compliance and advisory services with a friendly and relaxed approach. Due to the recent success, we are looking for a Junior Accountant to join our team.

There are many perks to the job including good company refferal bonuses, perks and work schemes and plenty of room for career growth within a fast growing firm. We think a junior role is a great way to start in this industry, you will learn crucial skills from the start to the end working with experienced accountants who have also followed the same path.

We also have quarterly team events to enjoy spending some quality time with the team outside the office.

Hours of work

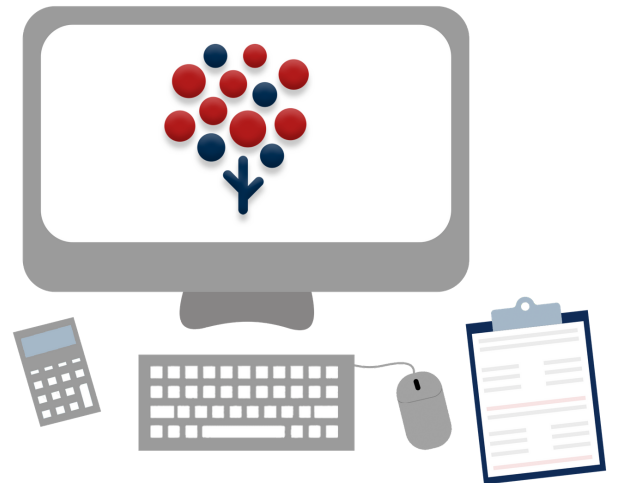
Hours will be Monday to Thursday 9am-5.30pm. Fridays we finish half an hour early (5pm) to get the weekend started that little bit earlier!

Our biggest aim at MCA is to continue to create a relaxed, fun and approachable atmosphere not only to our clients, but for the team as well, so if this sounds like it might be a job for you, get in contact with us, we would love to hear from you!

Please send your CV and covering letter to mel@melaniecurtisaccountants.co.uk

JUNIOR ACCOUNTANT

Melanie Curtis Accountants



MELANIE CURTIS ACCOUNTANTS
THE WELLINGTON OFFICE
STATFIELD SAYE
RG7 2BT