

Young & Co.

CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS

Bewell House, Bewell Street, Hereford, HR4 0BA

☎ (01432) 263282 📠 (01432) 263326 🌐 www.youngand.co.uk ✉ enquiries@youngand.co.uk



Details of Employment openings

JOB INFORMATION

Job Title	Assistant Manager for firm of Chartered Accountants
Job Reference	Accountant / SM
City	Hereford office, West Midlands
Industry	Accountancy Practice
Salary	Negotiable dependant upon qualifications, skills and experience up to £ to include pension scheme package. Car parking provided.
Contract Type	Permanent 37½ hours per week Monday to Friday, although some flexibility may be required.
Qualifications	Qualified / Part qualified accountant

JOB DESCRIPTION

Accountability	Associate
Brief Description	Help new Associate with expanding client base and workloads.
Duties and Responsibilities	<ul style="list-style-type: none">• Preparation of corporate and non-corporate accounts• Preparation of management accounts• Auditing at clients premises and at our offices• Financial planning and projections• Corporate and non-corporate taxation• Payroll management• VAT management• Manage a small team• Provide training and assistance to junior members of staff
Skills Required	<ul style="list-style-type: none">• Must have five years experience in practice and ideally have at least two years experience in team management.• You will be self-motivated, able to work to tight deadlines, have excellent interpersonal and communication skills together with an ability and interest in understanding our clients' businesses.

	<ul style="list-style-type: none"> • <i>You will be very familiar with IT and have a thorough understanding of modern accounting packages. Must have an in-depth knowledge of Microsoft Excel and Sage Line50.</i> • <i>Must hold a full UK driving licence and own your own car.</i>
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CONTACT DETAILS

<i>Name</i>	<i>Ian Griffiths</i>
<i>Address</i>	<i>Young & Co Bewell House Bewell Street Hereford HR4 0BA</i>
<i>Phone</i>	<i>01432 263282</i>
<i>Fax</i>	<i>01432 263326</i>
<i>Email</i>	<i>ian.griffiths@youngand.co.uk</i>