



## Job Description

<b>Job Title:</b> Associate		
<b>Team:</b> Business Advisory	<b>Reports to:</b> Manager	<b>Level:</b> One
<b>Purpose:</b> To offer an effective accounting service to a range of client entities and to facilitate clients' other affairs including bookkeeping and secretarial matters. To perform and be committed to effective client service and produce the quality of work expected to meet the Company's ethical and professional standards and support organisation success.		
<b>Responsibilities and Accountabilities:</b> <ul style="list-style-type: none"><li>• Assistance to the team in undertaking the work for a portfolio of clients within the team, ensuring work undertaken is completed to a high standard before submitting for review, clearly highlighting issues and providing potential solutions to those issues and endeavouring to exceed client expectations.</li><li>• Preparation of financial statements, where applicable, or review of client-prepared financial statements in preparation for review and sign-off by more senior team members.</li><li>• Preparation of management accounts, bookkeeping and payroll services as required, potentially at client premises.</li><li>• Monitoring of own WIP and ensuring a positive contribution is made to departmental billing.</li><li>• Maintaining good client relationships, keeping up-to-date with significant changes in client affairs and identifying further business opportunities.</li><li>• Completion of other ad hoc tasks, as required.</li><li>• Understanding of the firm's products and services and identifying opportunities to cross-sell.</li><li>• Understanding the client base and being able to build relationships to ensure client retention and growth.</li><li>• Acting as an ambassador of the firm, building relationships and promoting the firm at every opportunity to facilitate new business opportunities.</li></ul>		
<b>Skills:</b> <ul style="list-style-type: none"><li>• Possesses technical knowledge and understanding of current accounting regulations and issues and keeps abreast of latest technical issues that impact upon clients or the team.</li><li>• Is a team player, but also able to work alone and be a self starter with a flexible and proactive approach coupled with an ability to work under pressure and to deadlines.</li><li>• Has good communication, interpersonal, planning and organising skills and is able to display initiative and lateral thinking coupled with good problem solving and analytical thinking ability.</li><li>• Is PC literate with good working knowledge of Windows software and accounting systems.</li></ul>		
<b>Qualifications/Experience:</b> <ul style="list-style-type: none"><li>• A-Levels (3 C's or above), or equivalent, or Degree (2:1 or above), or equivalent.</li><li>• No relevant experience necessary but must be willing and able to undertake a relevant accounting professional qualification and apply that knowledge to gain experience in the role.</li></ul>		