CAREER OPPORTUNITIES - ASCOT

Newly Qualified General Practice Senior (Full Time)

Kirk Rice are a leading independent firm of Accountants and Financial Advisers supporting individuals, local businesses and multi-national corporations since 1989. We offer specialist advice across our core business areas of accounting, audit and tax, business support and financial services.

We are currently looking to recruit a newly qualified full time General Practice Senior in our Ascot office. This is a permanent role and the successful candidate should be available to commence as soon as possible.

A qualified accountant is required within the General Practice department of our Ascot office reporting to General Practice Managers and Partners.

Key duties include:

- take responsibility for all aspects of the preparation and execution of engagements.
- carry out complex aspects of work including preparing most of the final output of an engagement
- keep partners adequately informed of progress on engagements.
- maintain close contact with clients throughout engagements to ensure continuing good relations and the effective completion of work
- supervise the work of junior staff, answer all but the most difficult work queries and ensure that work is brought to a proper standard for manager or partner review
- Prepare and assists in the billing of client work. Monitors time spent on engagements to ensure a commercial return for the business
- assist in the on-job training and development of junior staff
- prepare and discuss staff performance reports and participate in staff appraisals
- bring to the attention of partners and managers opportunities to promote additional services to existing and potential clients

Hours of work:

- 9am-5.30pm Monday to Friday (37.5 hours per week)

Remuneration:

- Competitive salary & comprehensive benefits package

Qualifications required:

Good academic background , ACCA/ACA Qualified, Good command of the English language: written and verbal.

Skills required:

Have sound IT skills and preferably a working knowledge of Microsoft Office and Iris. Comprehensive accounting and taxation experience including: Accounting standards, Personal taxation, Corporate taxation, Mainstream VAT. Technically up to date and at least 3 years experience working in General Practice.

Personal qualities required:

You should be well presented with a pleasant and polite manner, bearing & speech conducive for a professional environment; ability to communicate effectively at all levels internally and externally; ability to work on own initiative and to take responsibility for specific project tasks; Ability to deliver multiple tasks on a timely basis and to deadline.

How to apply:

Send your CV and covering letter by email to recruitment@kirkrice.co.uk

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