



Job Specification

Job title: Accountant

Hours: Full time, 37.5 hours per week.

Division/Department: Accounts

Reporting to: Senior Accountant/Lead Accountant

Location: Head Office, Caton Road, Lancaster

Organisational Profile

The company is a well-established accountancy firm based in Lancaster providing accounting services to 1,200+ clients via cloud accounting software. The company offer a high-quality service in Bookkeeping, Accounts, Payroll, VAT Returns and Tax Services as well as offering a wealth of knowledge and advice. ICS Accounting is located just off the M6 at Junction 34 making it an ideal location for commuting, including from Preston, Blackpool or Kendal.

Position Summary

This is an excellent opportunity for an ambitious and talented individual. The role will involve working alongside a team of accountants that are responsible for the delivery of services to a portfolio of clients. Tasks will include bookkeeping, bank reconciliations, calculation and submission of monthly payroll, preparation of quarterly VAT returns and contributing to the yearend financial statements, corporation tax returns and self-assessment returns.

Responsibilities & Duties

- Bank reconciliations
- Producing and filing VAT returns
- Self-assessment tax returns
- Double entry book keeping
- Providing basic tax advice
- Preparation on annual accounts
- Completion of P11d forms
- Updating of tax codes on the accounting software
- Administration of clients on CRM systems and accounting software
- Dealing with HMRC in regard to queries and correspondence
- Providing basic payroll advice



- Customer service - answering telephone calls and emails and dealing with queries and complaints

Essential Qualifications and Skills

- To be studying towards AAT, ACA, ACCA or equivalent experience
- Excellent written and verbal communication with the ability to demonstrate patience in demanding circumstances
- Excellent time keeping and management ability with the ability to prioritise workload to ensure all tasks are carried out on a daily basis and all deadlines are met
- IT Skills with competent use of word and excel
- To be motivated and enthusiastic
- Attention to detail
- To be able to work to individual and team targets
- To be able to solve problems and provide a professional, punctual and accurate service to clients
- To be an ambitious and proactive
- To have strong communication skills with the ability to coordinate, organise and take responsibility for performance
- To have a client focused attitude and commercial awareness within the firm

Desirable Qualifications and Skills

- Previous experience of the contractor accounts
- Previous experience of preparing annual accounts
- Knowledge and experience of cloud accounting software