

Job Description

Job title:	Trainee Accountant
Department:	Accounting
Reporting to:	Senior Accountant
Location:	London

The Role

Job Purpose

To provide taxation, bookkeeping and accounting support to property team clients. All in line with the defined business activities. All tasks to be carried out efficiently and effectively, in accordance with Crestbridge's procedures.

Key Result Areas

- Provide excellent levels of financial client service in line with Crestbridge standards, procedures, guidelines and appropriate accountancy standards
- Maintain and update documentation and accounting records accurately
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values, as set out above

Primary Contacts

- Own team
- Business unit director
- Internal departments
- External auditors (possibly under supervision)

Requirements

* Essential

+ Desirable

Qualifications	<ul style="list-style-type: none">+ Be studying towards an appropriate accounting qualification<ul style="list-style-type: none">• ACCA/ACA professional level
Experience	<ul style="list-style-type: none">+ Direct experience of producing financial statements+ Experience in producing financial statements to IFRS or other appropriate standards for a range of entities
Knowledge	<ul style="list-style-type: none">+ An awareness and understanding of the local finance industry, legislation and regulatory requirements in which we operate+ Working knowledge of IFRS or other appropriate accounting standards* Working knowledge of Microsoft Office, especially Excel
Skills and Abilities	<ul style="list-style-type: none">* Working with demanding deadlines* Accepts responsibility* Effective questioning style
Personal qualities	<ul style="list-style-type: none">* Integrity* Team player* Flexibility* Enthusiasm to deliver* Adaptable and versatile* Appropriate office conduct and attitude to work
Motivation	<ul style="list-style-type: none">* Strong commitment to client service excellence* Proactive and disciplined approach to work* Competence in carrying out their role and the tasks and duties associated with their role



Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call 'Defined Business Activities'. The list of defined business activities is not exhaustive and may be amended from time to time:

- Responsible for a portfolio of clients;
- Liaising directly with clients;
- Reporting directly to directors;
- Completing the monthly management accounts and book keeping;
- Prepare financial statements for a range of client structures to UK GAAP or IFRS standards, with supervision as required
- Compile a full file of working papers for all financial statements prepared
- Liaise with auditors, possibly with supervision, in respect of the financial audit of client entities as required
- Ensure that financial statements prepared are completed and signed off within client, statutory or regulatory deadlines
- Preparation of corporation tax returns and related computations;
- Preparation of self-assessment returns and non-resident company returns;
- Providing accounting support to clients;
- Preparation of VAT Returns;
- Assisting with managing client relationships with HM Revenue & Customs;
- Advising clients with regards to their statutory obligations;
- Direct responsibility for monitoring the efficient delivery of our services to each client in their portfolio and, indirectly, the responsibility for maximising the profitability of the client as follows by monitoring own work to ensure timely and efficient completion.

Other

- You will be required to complete a daily timesheet
- You will be required to manage your own workload to ensure all work is completed within the expected timeframe.