

Job Title:	Accounts Senior
Department:	Accounts
Reports to:	Accounts Manager
Work Hours:	35 hours per week Monday – Friday (flexible working hours available)
Location:	Central Belt – within commuting distance of Glasgow or Glasgow and Edinburgh (hybrid working anticipated)

JOB PURPOSE

As Accounts Senior, you will be responsible for preparation of accounts for limited companies, charities and sole traders, and have responsibilities for management accounts and VAT Returns and cloud accounting support.

You will be a problem solver, have a genuine desire to work collaboratively, manage several workloads with good organisation and can operate confidently.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

- Prepare statutory annual accounts from trial balance or accounting records and have knowledge of FRS102, FRS102 1A and Charities SORP.
- Prepare management accounts based on the clients needs
- Support the Accounts management team as requested
- Perform any other reasonable undertakings as requested by the partners and clients

SKILLS / ABILITIES

- Excellent multitasker who can prioritise and manage own and teams workloads, and be able to manage a portfolio of clients concurrently
- Ability to work to tight deadlines and understand the importance of meeting client expectations
- Ability to communicate at all levels - face to face, in writing and verbally
- Ability to perform in a collaborative fast paced environment
- Attention to detail
- Is able to interpret financial statements and projections
- Strong analytical and problem-solving skills
- Actively listens and asks probing questions
- Ability to advise on issues concisely, and articulates potential impacts in a structured manner
- Ability to adapt to working with clients in varying sectors
- Has the ability to consistently produce work of a high standard
- Demonstrates a proactive attitude



- Displays a good work ethic - showing initiative and motivation
- Ability to deal sensitively with confidential information

ATTRIBUTES / BEHAVIOURS

- Effective team member – working collaboratively across all departments
- Thrives under pressure to consistently provide work of a high quality and standard
- Professional and inclusive approach to working relationships
- Enjoys working with a wide variety of client groups and sectors
- Takes ownership of responsibilities and acknowledges limitations
- Communicates openly and respectfully – through various means and channels
- Strives to exceed expectations
- Thinks clearly and considers impacts
- Helpful, supportive and has a willing attitude
- Operates ethically and with integrity
- Curious of and drives continuous improvement
- Committed to CPD

QUALIFICATIONS / EXPERIENCE

- Experience of working in practice
- Studying towards a professional qualification or qualified ACCA, CA, ACA.
- Has working understanding of accounting principles
- Has a good knowledge of financial reporting requirements including FRS102
- Excellent IT skills are essential – good knowledge of Excel
- Experience of working with audit and accounts production software
- Experience working in accounts of the Not-for-Profit sector

OUR VALUES & MISSION

Alexander Sloan is committed to being a successful organisation. We define success as delivering value to:

The Partnership - Delivering value for the partnership means:

- A financially successful firm
- A firm that the partners are proud of
- A firm that supports personal growth

Our Staff - Delivering value for our staff means:

- A firm that develops its staff and enables them to fulfil their potential
- A firm that staff members are proud to be a part of
- A firm that provides its staff with attractive working conditions and rewards excellence

Our Clients - Delivering value for our clients means:

- Providing an excellent service





- Providing a service that represents value for money
- Being a trusted adviser

Alexander Sloan has six core values.

Respect	we operate in an inclusive environment treating everyone with courtesy and consideration.
Excellence	we set the highest standards and aspire to exceed expectations.
Collaboration	we work together to deliver the best outcomes.
Integrity	we believe honesty and trust is fundamental to everything we do.
Progression	we are proactive in seeking change and embracing new ideas.
Expertise	we accrue and apply knowledge to achieve the best results.

We believe that these core values are our **RECIPE** for success.

