



HT Accountants & Co LLP

Job Description

Recognising the need for high quality bookkeeping, accounting and audit services, HT has developed a highly professional and effective business which understands its clients' needs fully, offering a uniquely personal service. As a well-established firm of Chartered Certified Accountants with a wealth of experience and work closely with our clients, we are aware of high competitive nature of work and are therefore committed to keep our fees at the levels that compare favourably but maintained our reputation for a high-quality service.

We provide a full range of professional and dedicated services in ACCOUNTING, TAXATION and LEGAL SERVICES to businesses of all size throughout the UK. Our firm has grown through our reputation and recommendations thanks to our solutions are tailored to each client's individual needs. With sensitivity, understanding and inspiration, our priority is to ensure your profits are maximised, individually as well as in business; our constant support enables our clients to achieve their goals.

Responsibilities:

The main duties of this role include:

- Processing bookkeeping transactions and preparing management accounts
- Year end accounts preparation for sole traders, partnerships, and limited companies
- Preparation of company and personal tax returns
- Preparing VAT returns
- Processing Payroll, submitting RTI and uploading pension contribution
- Responsible for your own portfolio of clients

Key Skills and Competencies

- Excellent IT skills & experience of MS Office applications (e.g: Word, Excel and Outlook)
- Excellent written and oral communication skills Highly organized
- Keen, enthusiastic, energetic, self-motivated and reliable
- Confident and ambitious; willing and able to learn new skills
- High attention to detail and positive outlook
- Good time management skills
- Ability to work under pressure to meet deadlines

Requirements

- Fluent in English
- Team player
- At least 1 year practice experience

- You can prove your knowledge of English by:
 1. passing a Secure English Language Test (SELT) from an [approved provider](#)
 2. having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English, gained through study at a UK school that you began when you were under 18
 3. having a degree-level academic qualification that was taught in English - if you studied abroad, you'll need to [apply through Ecctis \(formerly UK NARIC\)](#) for confirmation that your qualification is equivalent to a UK bachelor's degree, master's degree or PhD
- 4. a valid passport or other document that shows your identity and nationality