

Job Spec

Langricks Limited is a friendly and growing accountancy practice based in beautiful offices in the centre of the bustling and popular town of Wilmslow, within walking distance of the train station. It has a diverse book of clients and provides a happy and enjoyable work environment for their employees. It is a modern practice with a strong reputation in providing the very best advice and support to their clients.

The offer:

- An AAT apprenticeship
- We will provide full study support and a broad range of experience as well as further support should students wish to carry on to study ACA.
- Starting salary of £16,000 per annum which will be regularly reviewed and increased on passing AAT.
- 20 days annual leave, increasing to 22 days when AAT qualified, on top of bank holidays, and an extra day for your birthday. Office also closes for Christmas. Annual Charity day off.
- **We support our team both in their career development and in their daily enjoyment of their job, through regular staff socials, birthdays off, free fruit to name a few.**

The right candidate must be ambitious and presentable with a can-do attitude. They must have a minimum of 5 GCSE's (or equivalent) at grade C and above in Maths and English.

Initial duties will involve:

Accounting/book-keeping duties:

- Requesting month/quarter/year end information from clients (invoices, bank statements, workings etc.)
- Managing any invoice email inboxes on behalf of clients
- Posting relevant wages journals for those clients who we complete payroll for
- Reconciling bank accounts on Xero/Sage/QuickBooks/FreeAgent
- Clearing Dext for those clients who use it
- Requesting invoices/missing information from clients
- Requesting missing invoices from our clients' suppliers (ONLY for those clients we have permission with the client AND supplier for)
- Signing clients up for relevant taxes (with manager supervision/approval before submission of application)
- Deregistering clients for relevant taxes (when asked)
- Calling HMRC when necessary

Moving on to:

- Accounts preparation
- Corporation tax returns
- Personal tax returns

Admin/general duties for the 1st year:

- Log, scan & save post each day
- Updating Accounting system following any information received in post (e.g. VAT, PAYE numbers)
- Managing accounts payable email inbox (and Wilmslow when needed) – posting Langricks purchase invoices, checking statements
- Petty cash onto Xero
- Sitting in reception 1 day a week and answering the main office phone. Covering reception when Client Relationship Manager is away/on annual leave
- Monitoring meetings diary, preparing meeting room in advance for meetings, serving drinks to visitors. Clearing meeting room once meeting has finished
- Obtaining HMRC authorisation for clients and relevant services
- Answering telephone call if Client Relationship Manager is unavailable.
- Ensuring jobs/job stages in Accounting system are up to date and assigned to the correct trainee
- Taking post to local post office when required
- Taking any cheques to the bank when required
- Timesheets for Director
- Pop out for office essentials when necessary
- Any other adhoc duties when requested

Key attributes

- Professional and courteous
- Dependable/reliable
- Proactive & conscientious
- Have integrity
- Great work ethic
- Team player
- Enthusiastic
- Good attitude
- Friendly and approachable

Job Type: Permanent

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