



Audit and Accounts Senior

About the role

You will be based in our City office working within our expanding Accounts and Audit departments as an Accounts/Audit Senior with an approximate split of 60% Accounts and 40% Audit. The role is a combined office-based and client facing role, working within the two departments in small teams of between two to three people under the supervision by a manager and partner. When working within the accounts team, where effectively up to 30% of time will be on year end accounts and preparing draft tax computations, (Our dedicated Tax department deals with the finalisation and submission of tax computations) and 70% of time will be on management accounts. Within the audit team your responsibilities will include overseeing the audit process for each job, effective supervision of semi-senior and junior staff, including leading the audit assignment and reporting to the corresponding manager/partner.

Working on a diverse portfolio of clients including small and medium sized privately owned limited companies, LLP's, partnerships and sole traders. To produce accurate draft accounts with minimal outstanding queries together with a well-presented accounts / audit file in a timely and methodical manner. Preparing accounts from a wide variety of client records ranging from basic prime books and records through to computerised accounting packages.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.



How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).

What will the role entail?

Responsibilities

- Responsible for the preparation of accounts from client portfolio within specified budget timescale.
- Supervision and training of junior staff, when providing additional support to Accounts Senior.
- Production of draft accounts together with a well-presented accounts file (paper / paperless), for review.
- Preparation of VAT returns.
- Preparation of management accounts.
- Manage general office-based day to day duties, as required.
- Ad hoc specialist assignments as and when they arise

Requirements

Essential

- Qualified ACA or ACCA.
- Able to demonstrate wide experience and competency in full accounts production from basic prime books and records through to computerised accounting packages.
- Ability to multi-task.
- Fully conversant with Quickbooks software. Excellent communication and interpersonal skills.
- Good English, both written and verbal.
- Good time management with ability to meet tight deadline.
- Flexible attitude, with ability to priorities workloads.

Desirable

- Knowledge of Pro-Audit, CCH and Microsoft Office Products, in particular Excel software.

Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

