



Senior Associate – Business Services

Full time - Job description

About the role

We are looking for an experienced Senior Associate to join our growing Business Services Department. This position is client facing and therefore travel to clients is to be expected. The role is a hybrid mix of working in the Cornhill office and home working. The right person will work within the department in small teams of between two to four people, reporting into three managers. Therefore, we are looking for someone with excellent communication skills and a flexible attitude.

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

- Working on a diverse portfolio of clients, including small and medium sized privately owned limited companies, LLP's, partnerships and sole traders. You will need to prepare year-end financial statements and accounts with minimal outstanding queries, for review in a timely and methodical manner
- Responsible for the preparation of some VAT returns and management accounts for a wide variety of clients, within specified budget timescales
- Ad-hoc specialist assignments as and when they arise
- Production of management accounts as and when required
- Manage general office-based day-to-day duties, as required
- Extensive liaison with clients, client managers, other departments and partners
- Periodic assistance on audit as and when they arise

Requirements

Essential

- Minimum of three years' practice in accountancy firm or minimum five years' if only qualified by experience
- Able to demonstrate wide experience and competency in full accounts production from basic prime books and records, through to computerised accounting packages
- Ability to work on multiple accounts simultaneously
- Fully conversant with Sage, QuickBooks and, to an extent, Xero software
- Excellent communication and interpersonal skills
- Good written and verbal communication
- Good time management with ability to meet tight deadlines
- Flexible attitude, with ability to prioritise workloads

Desirable

- ACA/ACCA qualified.
- Involvement and understanding of starting audits
- Previous experience of property client portfolio management
- Working knowledge of CCH, AP2 would be an advantage
- Pro-Audit and Excel software knowledge

Want to learn more about life at GE?

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

