

Job Title: Accountant		
Location: Head office with home working	Reports to: Accounting Team Manager	Roles reporting to this role: n/a
Purpose of Role: Responsible for managing and overseeing the financial records for clients, ensuring accuracy and compliance with legal and regulatory standards Deliver exceptional customer service, providing timely and insightful advice to clients. Accountable for ensuring all deadlines are consistently achieved		
<u>Role Responsibilities:</u> <ul style="list-style-type: none"> • Preparation of year end accounts for sole traders, partnerships, LLPs and limited companies • Preparation of self-assessment tax returns, partnership tax returns and corporation tax returns • Checking of monthly management accounts and VAT Returns • Providing expert advice to clients by telephone and email • Own all client interactions, ensuring all interactions reach resolution (close the loop) • Working closely with Accounting Team Manager to ensure deadlines and SLAs are achieved • Staying up-to-date with accounting industry developments and maintaining CPD • Drive your professional development, enthusiastically undertaking training and working towards progression • Set an example as a hands-on Accountant, championing service excellence and the Company's core values • Taking accountability for the work being carried out • Providing unparalleled customer service • Any additional tasks reasonably requested by management are expected to be completed • Consistently demonstrate The Mazuma values • Carry out any other duties as required to support the team and our clients <u>Other Requirements:</u> <ul style="list-style-type: none"> • UK right to work status 		<u>Role Objectives:</u> <ul style="list-style-type: none"> • Produce >4 year end accounts each day • Produce >4 tax returns each day (when applicable) • Complete >1 month 12 check per day • Complete >2 bookkeeping checks per day (when applicable) • Answer all tickets within SLA • Respond to all internal emails or calls within 24 hrs <u>Attributes / Skills required:</u> <ul style="list-style-type: none"> • Minimum AAT Level 4 qualification or be part ACCA/ICAEW qualified with a view to continue studies to completion • Excellent customer service skills • The ability to prioritise workloads and take initiative • Excellent communication skills • A keen eye for detail • The ability to work without supervision • Strong IT, numeracy and literacy proficiency <u>Experience Requirements:</u> <ul style="list-style-type: none"> • Experience working in accounting practice • Experience with UK tax laws, rules and regulations • Experience of Customer Service