



hentons

Assistant Accountant

Candidate Brief



About Hentons

At Hentons we have over 40 years of experience and pride ourselves on understanding our clients, their businesses, and the issues they face no matter how big or small.

We are a multi award winning, top 100 National Chartered Accountancy, Tax Specialist and Advisory firm with national expertise, but our local knowledge means we can offer you a bespoke, personalised service tailored to our clients needs.

Our national presence is underpinned by our strong Yorkshire roots. We have six offices in Leeds, Sheffield, Doncaster York, London & Thirsk.

Our Why

Our clients' success is all that matters. We combine exceptional service, the strength of our people, with local and national connections, to find the best solutions for every client, whenever they need us

Our Vision

Our Vision is to be a Top 75 National Accountancy practice within the next 5 years with a full service offering across all our sites.

Wherever possible we will aim to streamline processes through the use of IT and the centralisation of administrative and standardised processes. We will also embrace digital accountancy technology to deliver cost savings and enhanced MI to our clients.

We will continue to develop and expand existing specialisms in sectors such as Manufacturing, Digital and Tech companies, Food Production and Farming, Healthcare Professionals and Organisations and the Construction Industry.

We recognise that our staff are our most valuable assets, and we will develop our culture of pride and passion enabling us to attract and retain the highest calibre staff available and we will reward, recognise and respect them for their contributions to the firm.

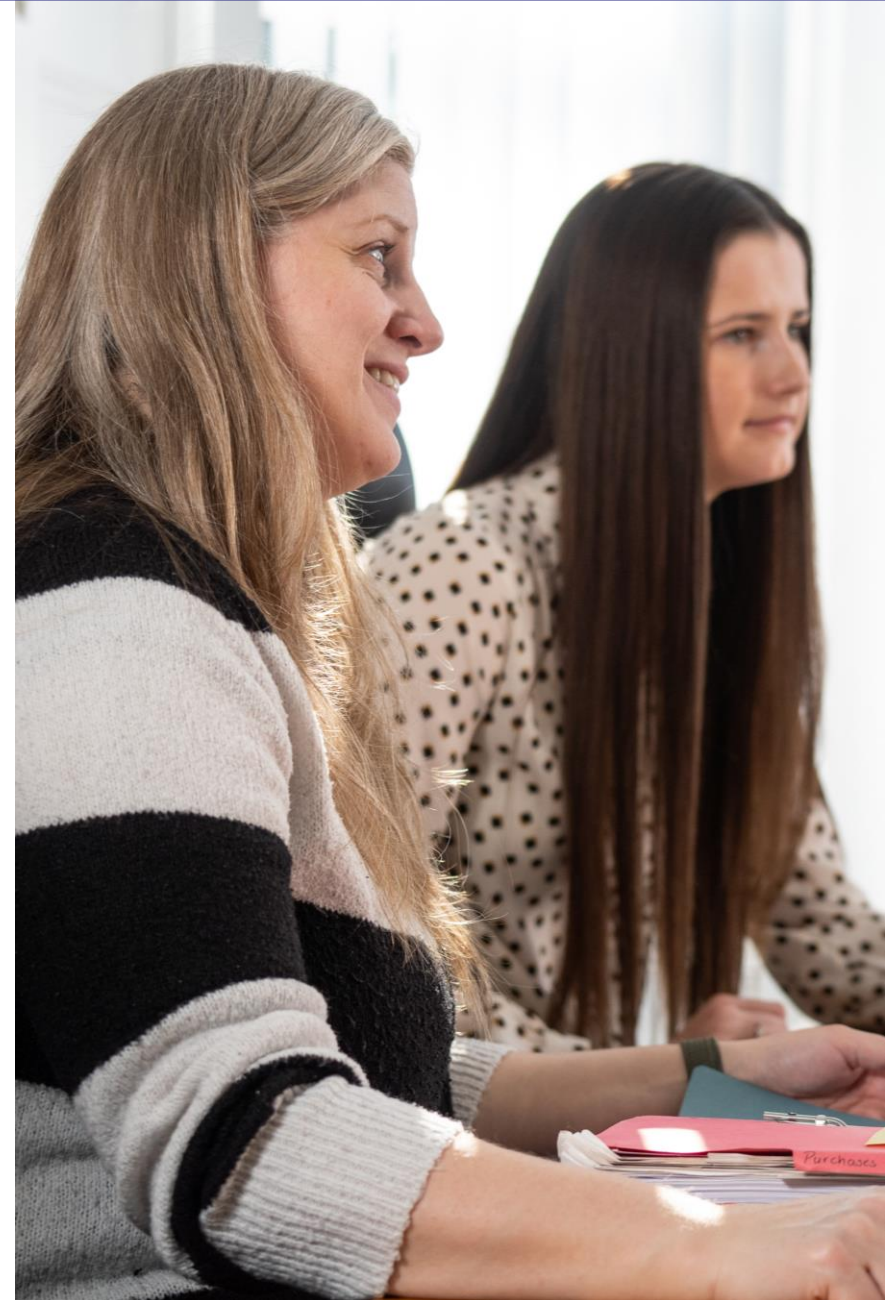
Job Description

Role Profile

Job Title: Assistant Accountant
Department: SME
Location: York
Reports to: SME Manager
Term: Permanent
Salary: Commensurate with experience

Duties and Responsibilities

- Preparation of weekly, monthly, and quarterly management information
- VAT Returns
- Bank and other Balance Sheet Reconciliations
- Maintaining company ledgers
- Preparation accounts for sole traders, partnerships and companies
- Corporation tax returns
- Other ad hoc duties as directed by a manager





Personal Qualities

- Be able to develop and build relationships with clients both internal and external.
- Have good communication skills, confident presenting themselves to senior management and will be able to challenge ideas when needed
- Ability to work unsupervised and to deadlines

Work Experience Requirements

- Worked within a practice and are proficient with bookkeeping, balance sheet reconciliation including bank reconciliations
- Experience in VAT preparation and cloud-based bookkeeping
- Have good IT skills, mainly Microsoft Office
- Working towards the AAT qualification

What to Expect Working at Hentons

Our Values

Confidence

In ourselves and in the service we provide to our clients. Our expert team will deliver exceptional solutions to help you succeed.

Trust

The strongest partnerships are built on trust. We are open and candid in our advice, and reliable in our delivery.

Dynamism

In exploring new opportunities for our clients, our approach to technology and new ways of working. We aren't scared to think about things differently.

Connections

We are perfectly placed locally to build close and personal connections with clients. Every office is backed and strengthened by our national network.

People

Every team member brings something special and unique to Hentons. We work together, championing each other and encouraging ambition.



What to Expect Working at Hentons

Benefits

Medicash Plan

We have teamed up with Medicash to provide a range of cash back towards everyday healthcare bills and a wide range of other wellbeing benefits

Subsidised Gym Membership

Following the successful roll out of our Flexible Working Policy, we have continued our approach in promoting a healthy work life balance and therefore offer subsidised gym membership

Death in Service (4x Salary)

In order to protect our staff should the worst ever happen we provide a death in service scheme. This scheme will pay out a lump sum to a nominated dependant.

Buy and Sell Holidays

Whether staff would like additional annual leave for a special occasion or would prefer to use less of their entitlement, we now offer a buy and sell holiday scheme.

Social Club

Each Hentons Office has its own Social Committee which organises funded/subsidised social events throughout the year both locally and nationally.

Cycle to Work Scheme

Hentons is part of the 'CycleScheme', offering money towards bicycles at over 2000 retailers.

Season Ticket Loan

Our offices are all near to public transport and we encourage staff to consider using a train or bus to get to work. Staff can apply for an interest-free loan to buy a season ticket on public transport, which is paid back out of monthly salaries.





How to Apply

Candidates

To arrange an informal conversation about the role and Hentons or for further information, please contact David Walker, Partner:

david@hentons.com

To apply, please send a copy of your CV and a Covering Letter to:

careers@hentons.com

Recruitment Agencies

All queries, submissions and contact from Recruitment Agencies must be directed through our Human Resources Manager, using the following email:

careers@hentons.com

Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the Careers section of our website:

<https://www.hentons.com/about/careers>



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Speak to us: **01904 799 499**

E-mail us: **york@hentons.com**

Visit our website: **www.hentons.com**
