



**hentons**

**Accounts Assistant**

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 & Business Advisory firm with national expertise, but our local knowledge means we can offer a bespoke, personalised service tailored to our client's needs.

Our national presence is underpinned by our strong Yorkshire roots. We have seven UK offices in Leeds, Sheffield, Doncaster, York, Hertford, London & Thirsk. Each of our offices offer a full range of business and advisory services.

Our clients' needs are the focus of everything we do and we know each client is unique and special with a range of different opportunities and challenges.



## Key Information

- Ranked in the top '50+50 Accountancy Firms' by Accountancy Age
- Team of 150 & growing
- Partner/Leadership Team of 16
- Head Office in Leeds
- 6 other UK offices from Yorkshire to Central London
- Fee income of c£12m

## Accreditations



# Our why

Our clients' success is all that matters.

Through exceptional service, proactivity, and the strength of our people, we will find the best solution.

Combining the benefits of local and national connections, we will seek out new opportunities.

Taking a personal approach to every client, we will be there to listen, respond, and deliver, whenever you need us.



# About the role

## Role profile

**Job Title:** Accounts Assistant

**Department:** SME

**Location:** Thirsk

**Reports to:** Manager

**Term:** Permanent

**Salary:** DoE

## Duties and responsibilities

- Preparing draft financial statements for review by senior accountant/manager.
- Preparing draft business tax computations and corporation and partnership tax returns ready for review by senior accountant/manager.
- Preparing VAT returns, bookkeeping and management accounts.
- Completing all schedules and working papers required for the above.
- Ensuring all necessary client's records are present when starting an assignment.
- Managing an assignment in line with the budget, notifying a senior accountant/manager of any issues.
- Clearing basic queries arising with clients and detailing complex queries for a senior accountant/manager.
- Making adjustments following reviews and meetings.
- Assisting clients with accounting software queries.
- Other adhoc duties as directed by a manager.





# About you



## 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

- Experience with cloud-based systems and add-ons
- Multi-Client portfolio experience
- Experience of Year Ends and Tax
- Attention to Detail
- Some client facing experience
- Problem Solving
- Communication both written and oral
- AAT qualified, part qualified ACCA or ACA or qualified by experience

# Our values

## Confidence

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

## Connections

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

## Trust

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

## People

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

## 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.

# Our benefits

## Other Benefits:

 **Cycle to Work Scheme**

 **Death in Service**

 **Season Ticket Loan**

 **Social Club**

 **In-House L&D**

 **Further Study Support**

 **Yearly DEI Events**

 **Ongoing CPD**

## Dress for Your Day

Our policy aims to provide everyone with the discretion to select an appropriate dress for their schedule each day.

## Buy & Sell Holidays

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

## Gym Membership

Following the successful rollout of our Flexible Working Policy, we have continued our approach to promoting a healthy work-life balance and therefore offer subsidised gym membership.

## Hybrid-Working

You'll be able to work from home two days every week and have a flexible schedule.

## Medicash Plan

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



# How to apply



## Candidates

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

[hr@hentons.com](mailto:hr@hentons.com)

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

[hr@hentons.com](mailto:hr@hentons.com)

## Recruitment Agencies

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

[hr@hentons.com](mailto:hr@hentons.com)

## Frequently Asked Questions

For further information and FAQs on our recruitment processes, please visit the 'Working at Hentons' section of our website:

<https://www.hentons.com/about-us/working-at-hentons/>





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