

Accounts Assistant - Apprenticeship Role

Brief

Onyx Accountants is a two partner practice based in Aston, Birmingham. It has been established by Paresh Bodhani, a CIMA qualified accountant who decided to leave the corporate world of Finance from companies such as Cadbury Schweppes and McVities with the aim of bringing his management accountancy knowledge to the SME Market.

Purdip Shoker was appointed partner in 2013 and brings his ACCA, CTA and Audit Licence to Onyx. Having worked in a number of small practices, Purdips knowledge and experience of accounting for SME businesses is valuable to the development of the business.

As well as servicing standard Compliance and Tax work, Onyx Accountants aims to service its clients through a pro-active management accounts and consultancy service. This is in the form of either servicing businesses as a Finance Manager/Director through to a completely outsourced Finance Service.

Currently the business has 250 Clients and the aim is to grow this in the next 12 months to at least 300 clients by the start of 2018.

Job Purpose & Key Objectives

At Onyx Accountants, we aim to produce Finance Information that Companies Understand and Utilise. You will report into an Accounts Manager who will be your dedicated manager and you will contribute to the business by:

- a. Using Sage and our On-line software to post purchase & sales ledger, bank reconciliations and review and build up of a Trial Balance.
- b. Ensuring postings transacted are Bank Reconciled and Accurate Trial Balances prepared for Review
- c. Preparing VAT returns to time and that accounts are up to date at all times
- d. Facilitate the outsourced book-keeping service the business undertakes
- e. Preparation and analysis of Balance Sheet Recs
- f. Ensuring Debtors and Creditor Balances are tidy
- g. Support Accounts Manager in delivering all basic compliance accounting work and queries

Task Objectives

1. Accurate Book-keeping and Bank reconciliations
2. Maintaining Client Relations

Key Accountabilities

1. Integrity of Data and Client Information
2. Accountability of Trial Balances and Working Papers Behind Them

Pre-Requisites

In order to succeed in this role, it is expected that you will have:

1. Strong customer service orientation
2. Strong Excel Skills
3. A passion for top quality analysis
4. Attention to Detail Getting things Right First Time
5. A positive and determined attitude
5. Disciplined approach to work
6. Driven and Motivated
7. Worked with Microsoft Products