

Job Description

Position: Accounts Assistant/Book-keeper

Department: Consulting

Reporting to: Manager

Reporting to the Manager the principal responsibility of the Accounts Assistant is to complete various accounting requirements for a portfolio of clients and administration tasks for the firm.

Key Tasks

- Assistance with book-keeping for clients;
- Liaise with clients on any booking-keeping issues;
- Assist with accounts preparation for clients with guidance from the Manager;
- Assist with the preparation of VAT returns for applicable clients;
- Prepare Isle of Man payroll for clients;
- Prepare client invoices as and when required;
- Ad hoc accounts tasks as and when required;
- Perform treasury function for certain clients, ensuring all receipts and payments are recorded, making on-line payment for salaries and tax/NI;
- Be able to adapt to different accounting software;
- Manage deadlines and client expectations;
- It is a mandatory requirement to operate on a daily basis within the ISO 9001 Quality Management System;
- Understand the requirements of the ISO 9001 Quality Management System and maintain a good working knowledge; and
- Have an awareness of how departmental procedures, documents and record keeping have a positive or negative effect on the ISO 9001 Quality Management System.

Other duties

- Actively market Moore Stephens Consulting Limited and identify cross-selling opportunities;
- Be aware of developments within the offshore industry; and
- Understand the firm's policies and procedures and adhere to them in daily working practice;

Key Skills

- Have at least 2 years' experience in a similar role;
- Good communication skills both written and verbal;
- Good time management skills;
- Good relationship management and interpersonal skills; and
- Excellent IT skills including Word and Excel.

Key Attributes

- Professional and positive approach;
- Strong in building relationships and be able to communicate at all levels;
- Self-motivated; and
- Team player, but also be able to work on own initiative.