

**Williamson & Croft**  
*Accountants and Business Advisors*



# **Job Opportunity**

Associate

**Williamson & Croft – Human Resources**

# About The Role

Williamson & Croft LLP are seeking a candidate for the position of **Associate** at our Manchester Office. The successful candidate would be assisting with a portfolio of clients covering bookkeeping assignments through to the preparation of statutory financial statements and assisting with audit engagements. As a firm we strive to ensure high standards of quality are maintained throughout delivery of all assignments whilst delivering exceptional client service.

The portfolio comprises of owner managed businesses covering a wide range of sectors.

Key responsibilities include:

- Bookkeeping and VAT return preparation with use of various accounting software packages and excel. Ensuring these assignments are delivered for review in a timely manner;
- Preparation of statutory financial statements to draft stage for manager review;
- Ensuring all clients statutory filing requirements are achieved on a timely basis;
- To assist in audit engagements with testing and evidence gathering and to undertake any other on site work as and when required.;

- To respond to client queries in a timely manner;
- To provide guidance and assistance to junior members of staff where required.
- Communicate any client, staff or engagement issues to a line manager;
- Take responsibility to ensure all admin and other ad hoc tasks are completed as required by internal procedures or manager requests; and
- Progress and develop your own personal skills and knowledge in line with you agreed goals and objectives.

The role will be Monday to Friday completing 40 hours per week, whilst the firm operates flexi time the recommended office hours are 9:00am to 5:30pm. There will be a half an hour lunch break.

The firm offers 28 days holiday plus additional entitlement through the various bonus holiday schemes subject to the firms standard policies.

Staff rewards, benefits and remuneration are tailored with progression through the firm.

Located at our Manchester City Centre offices.

# About The Candidate

## Skills required:

- A strong understanding and interest in accountancy and audit;
- Good level of math and English skills;
- The ability to prepare statutory accounts from source documentation to statutory format;
- An understanding of audit testing and procedures;
- Having a high level of written and spoken communication skills;
- Microsoft excel, word and PowerPoint skills;
- Confident in dealing with clients at all levels, great communicating skills with clients over the phone or face to face; and
- Excellent time management skills.

## Personal Qualities:

- High level attention to detail;
- Being proactive and self-motivated;
- Being able to work with a team;
- Having interpersonal abilities;

- Being able to work well under pressure and achieve deadlines;
- Being friendly and tactful; and
- Being organised.

## Qualifications required:

Qualifications are desired but not required for the role:

- AAT Level 4 qualified with a minimum of 24 months experience in an accountancy practice, where the main duties covered bookkeeping, accounts preparation and audit testing (desired but not mandatory).



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