

## Newly and Part Qualified Accountants

### Outline Job Specification

#### **Background**

Kingswood is a small progressive firm of Chartered Accountants and Corporate Finance Advisers located in Coldbath Square, London EC1.

The team consists of 2 partners, 7 trained/professional staff and 2 secretaries, working together in a professional but informal environment.

#### **The Role**

As a member of the professional staff, both Newly Qualified and Part Qualified staff are involved in a wide range of assignments, working for one or more of the Partners. The role will expand with experience, and ultimately lead to acting in an advisory capacity for clients.

#### **Responsibilities and Duties**

Depending on experience/qualification, you will be involved in;

- Provision of accountancy services, such as management accounts, preparing financial forecasts and year end accounts
- Preparing personal and corporate tax returns
- Planning and undertaking audit work,
- Supervision other professional staff,
- Corresponding with the relevant authorities and clients
- Supporting the Corporate Finance Team

Kingswood is fully computerised using Microsoft Office, Viztopia accounting software, CCH Prosystem tax software, as well as other accounting and tax software.

Newly and Partly Qualified professional staff receive a competitive salary, training and 25 days annual leave. After a qualifying period, BUPA Healthcare and a season ticket loan are available.