

**Job Title: Accounts Assistant**

**Location: Stockton-on-Tees, UK**

**Salary: Competitive (dependent on experience)**

**Job Type: Part OR Full-Time / Permanent**

### **About Us**

Davies Tracey is a well-established accounting practice providing a full range of services to a diverse client base, including SMEs, sole traders, partnerships, and limited companies. Due to continued growth, we are seeking a reliable new team member to join the Accounts department.

### **Job Overview**

To support the accounts team in the preparation of financial statements, management accounts, and other compliance-related tasks, ensuring accuracy, timeliness, and compliance with UK accounting standards and HMRC regulations.

This is an on-site role for an Accounts Assistant, responsible for the preparation of year end accounts, who should be proficient in using accounting software.

### **Key Responsibilities**

- Assist in the preparation of year-end accounts for sole traders, partnerships, and limited companies.
- Support the preparation of monthly/quarterly management accounts and reporting packs.
- Perform balance sheet reconciliations and maintain control accounts.
- Help with the preparation of working papers and audit files where applicable.
- Liaise with clients to obtain financial information and resolve queries in a timely manner.
- Maintain accurate and well-organised electronic client files.
- Provide ad-hoc support to senior accountants and managers as required.

## **Requirements**

### **Essential:**

- AAT qualifications to level 3 or 4
- 1-2 years previous experience in a similar role
- Good understanding of UK accounting principles and VAT.
- Competence in using accounting software and Microsoft Excel.
- High level of attention to detail and time management.
- Ability to work independently and as part of a team

### **Desirable:**

- Previous experience in an accountancy practice environment.
- Experience or ability to assist with Bookkeeping tasks

## **Benefits**

- Competitive salary and holiday entitlement.
- Company pension scheme.
- Opportunities for professional development and training.
- Friendly and supportive team environment.
- Free onsite parking, hybrid working.

## **How to Apply**

Please send a CV and covering letter to [kevin.thompson@daviestracey.co.uk](mailto:kevin.thompson@daviestracey.co.uk).