

## BUSINESS SERVICES ASSISTANT

This position is based in our Coventry office. The Business Services Assistant will report to the Department Manager.

### The successful applicant will have the following skills and qualities:

- ideally AAT or part AAT Qualified
- practice experience
- VAT return experience
- self motivated, efficient and hard working
- pay attention to detail
- able to keep up-to-date with accounting legislation and attend courses
- have knowledge of accounting rules
- high level of IT literacy
- meticulous in maintaining records
- have good communication skills
- able to interact positively with staff and clients at all levels
- confidential
- punctual
- team-player
- must be able to take ownership and responsibility of tasks and follow through to completion
- able to deal with deadlines
- articulate

### The role will involve dealing with the following work:

- must be able to process purchase invoices, sales invoices and reconcile bank accounts within online bookkeeping software, ideally Xero and Quickbooks Online.
- assist in the preparation of monthly and quarterly management accounts preparation and submission of VAT returns, dealing directly with queries arising from those and other ad-hoc duties given to them
- develop day-to-day client relationships in connection with those roles
- must be able to communicate regularly, clearly and efficiently with other Prime departments as well as clients, thinking on their feet at times in a pressurised atmosphere
- planning and managing their work and client portfolio
- ensuring client deadlines are met



*The above job description is a guide to the work required to be undertaken but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.*

**Benefits package:**

- Annual salary – £to be discussed at interview
- Flexi-time available
- Auto enrolment pension scheme
- 28 days annual leave including statutory days per holiday year – based on FTE
- The option to 'purchase' a further 10 days' annual leave – based on FTE

