

Want to join the Sapphire team?

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Role title	Client Accountant
Hours of work	Monday - Friday 9:00am - 5:30pm
Salary	Up to £22,000 + study support
The Person	<ul style="list-style-type: none"> • Be AAT qualified or ACCA part qualified or an accounting & finance graduate • Have a minimum B grade in GCSE Mathematics • Have detailed knowledge of the SAGE accounts system or a similar system • Have a very strong bias towards customer service • Be detail oriented with a pragmatic approach to problem solving • Confident, highly self-motivated and comfortable with challenging others and being challenged • Possess excellent communication skills • Gregarious, engaging and keen to learn • Able to work very well (and enjoy working) under pressure • Be ambitious and keen to embrace new challenges
Why Sapphire?	<ul style="list-style-type: none"> • Employee-owned company • Minimum 34 days holiday (rising with service) including birthday off • Monthly team get togethers • Company incentive targets • Annual incentive trips (previously Las Vegas, Barcelona, New York and more) • Brand New office with games room, bar and flexible working space • Fresh fruit daily • Employee Healthcare membership
Main Areas of Responsibility	
Vacancy description	This is a hands on role in a dynamic business which plans to grow from 500 one man limited company clients to 750 over the next 12 months. The individual will have a varied and pivotal role in the business. The role will be demanding and will suit a career

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Sapphire
CLEAR CUT THINKING



	<p>focused individual who is keen to learn and determined to progress.</p> <p>The job holder is responsible for communicating with clients, maintaining client records in specially designed online software for approximately 75 PSC's, preparation of Quarterly VAT returns, filing of accounts and tax returns in respect of all limited company clients and filing of personal tax returns for directors.</p> <p>This requires excellent communication, planning and organisational skills and the job holder must be constantly monitoring and re-evaluating priorities.</p>
Principle Responsibilities	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none">• Take a customer 'lead' through a selling process to company set up• Register the company for all relevant taxes• Secure company information from clients each quarter in order to prepare quarterly management accounts• Preparation of statutory year end accounts without error within three months of company year ends• Issuing company accounts for director's signature and on-time filing at Companies House.• Timely preparation, delivery and on-time submission of Quarterly VAT returns• Prepare PAYE/NI returns, issuing to directors and ensure on-time submission• Corporation tax computation, timely payment and CT600 filings
Recruitment process	<p>There will be a 2 hour face to face interview process, preceded by a 15 minute telephone interview:</p> <ol style="list-style-type: none">1. Numeracy exercise (15 mins)2. Excel competency test (15 mins)3. Q&A (45 mins)4. A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&A's