

# Want to join the Sapphire team?

Apply today!



**Sapphire**  
CLEAR CUT THINKING



<b>Role title</b>	SME Accounts Assistant
<b>Hours of work</b>	Monday - Friday 9:00am - 5:30pm
<b>Salary</b>	From £22,000 based on experience
<b>The Person</b>	<ul style="list-style-type: none"> <li>• Be AAT qualified or ACCA part qualified or an accounting &amp; finance graduate</li> <li>• Have a minimum B grade in GCSE Mathematics</li> <li>• Have detailed knowledge of the SAGE accounts system or a similar system</li> <li>• Have a very strong bias towards customer service</li> <li>• Be detail oriented with a pragmatic approach to problem solving</li> <li>• Confident, highly self-motivated and comfortable with challenging others and being challenged</li> <li>• Possess excellent communication skills</li> <li>• Gregarious, ambitious, engaging and keen to learn</li> <li>• Able to work very well (and enjoy working) under pressure</li> </ul>
<b>Why Sapphire?</b>	<ul style="list-style-type: none"> <li>• Employee-owned company</li> <li>• Minimum 34 days holiday (rising with service) including birthday off</li> <li>• Monthly team get togethers</li> <li>• Company incentive targets</li> <li>• Annual incentive trips (previously Las Vegas, Barcelona, New York and more)</li> <li>• Brand New office with games room, bar and flexible working space</li> <li>• Fresh fruit daily</li> <li>• Employee Healthcare membership</li> </ul>
<b>Main Areas of Responsibility</b>	
<b>Vacancy description</b>	This is a hands on role in a dynamic business and department with strong aspirations to grow the client base.

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	<p>The individual will have a varied and pivotal role in the business. The role will be demanding and will suit a career focused individual who is keen to learn and determined to progress. The job holder is responsible for communicating with clients, maintaining client records, preparation of Quarterly VAT returns, filing of accounts, bookkeeping and tax returns in respect of all limited company clients and filing of personal tax returns for directors. This requires excellent communication, planning and organisational skills and the job holder must be constantly monitoring and re-evaluating priorities.</p>
<p><b>Principle Responsibilities</b></p>	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none"> <li>● Take a customer 'lead' through a selling process to company set up/ onboarding</li> <li>● Register the company for all relevant taxes</li> <li>● Secure company information from clients each quarter in order to prepare quarterly management accounts</li> <li>● Issuing company accounts for director's signature and on-time filing at Companies House.</li> <li>● Timely preparation, delivery and on-time submission of Quarterly VAT returns</li> <li>● Completion of bookkeeping tasks for clients on dedicated days</li> </ul>
<p><b>Growing towards</b></p>	<ul style="list-style-type: none"> <li>● Preparation of statutory year end accounts without error within three months of company year ends</li> <li>● Preparation of management accounts without error within three months of company year ends</li> <li>● Corporation tax computation, timely payment and CT600 filings</li> </ul>
<p><b>Recruitment process</b></p>	<p>There will be a 2 hour face to face interview process, preceded by a 15 minute Teams interview:</p> <ol style="list-style-type: none"> <li>1. Numeracy exercise (15 mins)</li> <li>2. Q&amp;A (45 mins)</li> <li>3. A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&amp;A's</li> <li>4. Final interview with MD (15 mins)</li> </ol>