

## **Accountant (Accounts and Business Support)**

Chiene + Tait is an award-winning chartered accountancy firm of over 140 staff and ten partners, with an enviable 130-year heritage. As we continue to grow and develop, we pride ourselves on quality and client focus, together with offering excellent professional development. Headquartered in the heart of Edinburgh's city centre, we have further offices in Inverness, London and Glasgow.

Our firm offers a range of benefits, rewarding hard work and commitment including flexible working, a health and wellbeing service, continuous professional development and training, plus a holiday on your birthday on top of your contracted holidays. We believe our people are the essence of our business; we recognise and reward commitment.

We are looking for an experienced Accountant to join our growing Accounts and Business Support team within our Edinburgh headquarters. This is a highly respected team, which reflects our focus on providing a high-quality, regular management information service to clients. The team provides a wide range of compliance and business advisory services including tailored management accounts, business plans, projections, accounts software support and digital solutions. We aim to exceed our clients' expectations and are working with rapidly developing ideas and concepts, such as embracing use of data analytics and cloud-based technology.

We offer you the chance to work with clients in a wide range of sectors including technology companies, entrepreneurs/start-ups and not-for-profit clients such as charities. As a first point of contact for many of our clients, you will be exposed to a great deal of client contact, some of which will be at clients' premises. The role represents the opportunity for someone to assist in the continuing growth and development of the department and will include:

- Servicing a varied portfolio of clients in a pro-active manner
- Preparation of management accounts and writing meaningful commentaries on the figures, which will assist clients in effectively running their businesses
- Preparation of forecasts, business plans and other ad hoc reports.
- Preparation of annual accounts for sole traders, partnerships and limited companies
- Preparation of VAT Returns including partial exemption calculations.
- Act in a business advisory capacity to your clients
- Assisting with review and development of improved working practices and in-house training sessions
- Coaching junior staff
- Developing and maintaining client contact and relationships

This role is an ideal opportunity if you are looking to take the next step in your accounting career. Your skills/experience should include:

- Professionally qualified or part qualified accountant or qualified by experience
- Experience in business support work in an accountancy practice
- Excellent knowledge of accounting software packages, especially cloud-based accounting systems
- Excellent MS Excel skills
- Good technical (financial reporting) skills and ability to analyse figures in a meaningful way
- Good time management skills and ability to efficiently organise your own workload
- Willingness to take responsibility and suggest solutions to problems encountered

- Proven ability to work under pressure and meet strict deadlines and within agreed budgets
- High level of initiative and self-motivation whilst also being a team player

**Interested?**

We'd love to hear from you, to apply, register for an online account with us and submit your CV in a few quick steps. Submitting a cover letter is a good way to explain to us why you think this role would be great for you (please include your salary expectations and notice period too).