



Business Services Senior

As our team continues to grow, we are seeking a talented individual to join us as a Business Services Senior (Grade 3 ACCA/ACA qualified or relevant years of experience) to ensure timely and accurate delivery of technical services.

Dafferns is a leading audit and accounting firm dedicated to providing excellent service to our clients across a wide range of service, industrial and not for profit sectors. We provide audit, assurance, accounts, tax, and advisory services, with proactive advice and ethical tax planning – we work with ambitious small, medium, and large UK and international businesses, charities, business owners and private individuals.

Job description

The Business Services Senior will work closely with managers to lead the preparation of statutory accounts for SME UK companies, bookkeeping and processing predominantly on Xero, including the preparation of VAT returns. Along with the compliance aspect of the role, providing guidance to trainees to ensure delivery of high-quality services to our clients. This role offers an excellent opportunity for individuals pursuing a career in accounting and gaining practical experience in a dynamic professional environment.

Key responsibilities

- Preparation of FRS102 (1A) and FRS105 statutory accounts. Including preparation of group accounts and basic corporation tax computations
- Demonstrate a strong understanding of core skills in accounts preparation and be technically sound
- Ensure compliance with relevant standards, regulatory requirements, and internal policies and procedures
- Experience in accounts packages particularly Xero and Sage
- A wider knowledge of the issues affecting small businesses especially in corporate and personal tax
- Experience in, but not essential - conducting grant audits and independent examinations
- Confident to liaise with clients and build relationships to deal with client queries and clarify information in a timely manner
- Manage workloads and take responsibility to ensure all tasks are completed to a high standard, according to deadlines and within budgets set
- To use initiative in problem solving in all aspects of a client business ranging from help with Xero to VAT
- Able to carry out ad hoc assignments with assistance
- Apply knowledge of Dafferns services, specialisms, markets and core client base, highlighting potential business opportunities to line manager
- Develop assistants in the team by on the job training, directing and supervising their work, including reviewing work of trainees and semi-seniors
- Report to Managers, Directors or Partners depending on assignment
- Actively participate in training sessions and professional development opportunities to enhance knowledge and skills
- Work collaboratively with team members across all departments to achieve tasks efficiently and effectively
- Support colleagues and contribute to a positive and inclusive team environment

Qualification and skills

- Reports to Managers or Directors depending on assignment
- Works closely with the wider Business Services team
- Builds strong relationships with clients and internal stakeholders
- Supports and mentors junior team members where appropriate
- Good communication skills, with the ability to work independently and as part of a wider team
- Demonstrates initiative and ownership in delivering client service
- Driving license necessary as the role will be office based but local travel will be included
- Any other ad-hoc duties relevant to the demands of the role

Benefits

- Competitive salary and benefits package
- Opportunities for career growth
- Supportive work environment with a focus on professional development with an ongoing training package if applicable
- Exposure to diverse clients and industries
- A full-time position, 37.5 hours per week
- Structured internal training sessions, soft skills training, on assignment training and internal mentoring within the team
- Annual holiday starting from 22 days per annum, plus bank holidays
- Company Pension – 4% employee / 4% employer contributions after qualifying period of 3 months
- Death in Service Life cover (with up to six times salary) after qualifying period of 3 months

How to apply

Please submit your CV and cover letter by email to careers@dafferns.com – CVs and letters are considered and reviewed until we fill the position.

