

## **Financial Accountant**

The Bridge group is seeking a recently qualified Accountant on a full-time or part-time basis. The role will include the production of company accounts for Bridge group companies as well as management accounts for a number of client companies. The role would suit a motivated individual with a minimum of 1 year PQE and the ability to work independently. They should have a proven record of strong numeric/analytic skills and good time management. This is a great opportunity for someone who wishes to develop their career gaining exposure to accounting for financial services companies.

### **Key Responsibilities**

Good knowledge of Microsoft Office especially Excel and preparation of accounts through an accounting package required, familiarity with Sage 200 an advantage.

- Preparation and presentation of accurate monthly/quarterly/annual client accounts within agreed deadlines.
- Profit and loss account, balance sheet, trial balance together with supporting reports
- Review and analysis of revenue accounts
- Review and analysis of cost accounts – such as salaries, direct and indirect expenses.
- Preparation cash/revenue/creditor reconciliations. Responsible for improving the internal controls around cash and revenue.
- Maintenance of accruals schedule and prepayment schedules
- Assistance in our client's year end audits
- Liaising with tax advisors in respect of tax compliance matters
- Preparation of client VAT returns and annual return of trading details
- Preparation of client payroll and P30 returns and annual P35
- Central Bank monthly/quarterly reporting
- Completion of client billing and responsible for credit control. Responsible for improving the internal controls around client billing.
- Maintaining and building relationships with a portfolio of clients
- Ad hoc finance reports and other tasks as required

**Contact Details:**

If this role is of interest please contact Patrick Robinson:

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