

## **Audit & Accounts Semi-Senior, Brighton, Full Time**

An excellent opportunity has arisen for a part-qualified accountant with experience of audit & accounts preparation to join the audit team at Hartley Fowler, in the heart of Brighton.

*Here at Hartley Fowler, we are an accountancy firm offering a full range of services to our diverse portfolio of clients. We are passionate about professional development: growing our skills, making the most of new technology and learning new ideas, and offer a friendly and supportive working environment.*

For the role of Audit & Accounts Semi-Senior, the successful candidate will be part way through their ACA or ACCA qualifications, with at least 2 years accountancy work experience, ideally across audit, accounts preparation and bookkeeping. They will work under the guidance of our Audit & Accounts Managers.

### **The key areas of responsibility will include:**

- Undertaking the preparation of accounts for incorporated businesses for review by managers and partners.
- Preparing Statutory Financial Statements
- Client bookkeeping
- Undertaking audit work
- Exposure to personal tax returns, un-audited accounts
- Completion of audit work and reports to management
- Ensuring audits are completed on time and within the agreed budget
- Representing Hartley Fowler to a high standard when on audit

### **Ideal candidate profile:**

- Excellent communication skills with clients and team
- Business focused and motivated with the ability to motivate others
- Highly organised with a drive to complete tasks
- Good knowledge of audit processes and techniques
- Experience of key accounting software, such as IRIS, Sage, Excel, Xero & QuickBooks
- Able to work under pressure and use initiative
- Professional demeanour with clients
- Enthusiastic team player within the office

*Hartley Fowler is a great place to work. In return for your skills, knowledge, efforts and achievements, you will be rewarded with a competitive basic salary, company pension scheme, plus other benefits including:*

- A generous holiday allowance which increases with length of service
- Support for those still studying towards their professional qualifications
- CPD courses provided to support your ongoing development
- Membership fees paid for the professional bodies ACCA, ACA, AAT, CTA
- Bonuses for passing exams
- Commission for new clients brought in independently

- Healthy workplace: including free fruit & breakfast in the office, and the facilities to cycle to work.
- Staff events: Summer & Christmas events, and other great nights out locally

*This is a great opportunity for an ambitious, part-qualified accountant, to progress their career in a successful and growing team in the heart of Brighton.*

**To apply please email your CV and contact details to [recruitment@hartleyfowler.com](mailto:recruitment@hartleyfowler.com)  
Direct applications only please.**