

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the UK's Top 20 accountancy firms are currently recruiting for the following position:

Business Advisory Assistant Manager

Reports to: Business Advisory Director / Partner

Job Type: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: Inverness

Salary details: Competitive

Job Purpose: To assist our client relationship managers to meet client service needs. Responsible for the completion and/or supervision of any work required ensuring deadlines and budgets are met. This role will also involve assisting with fee raising, dealing with client queries as well as providing general support to client relationship managers.

The successful candidate should have the ability and experience to take an accounts and tax file/task to completion and will be responsible for, but not limited to:

- Ensuring that allocated work is handled effectively and correctly from start to finish and is done in accordance with the Firm's policies and processes
- Scheduling work with the relevant teams across the office/firm to ensure deadlines are met, monitoring completion of this work and flagging up issues to the client relationship managers
- Review of corporate and unincorporated accounts preparation
- Review of corporate tax returns, personal tax returns, computations and tax calculations
- Review of management accounts
- Providing feedback and coaching junior members of staff where work has been reviewed
- Analysing and presenting recommendations to appropriate accounts, business solutions and tax teams
- Maintaining an up to date technical knowledge of corporation, business tax, personal tax and financial reporting requirements and related matters
- Engaging and consulting actively with specialists from other business lines, co-ordinating their involvement in advisory work and identifying cross-selling opportunities
- Dealing with ad-hoc client queries, telephone calls and meetings

- Assisting client relationship managers with raising regular fees and keeping client data up to date

The successful candidate will have strong IT skills with experience in using accounts and tax packages. They will also be required to have a good working knowledge of clients accounting systems such as Sage, Xero and Quickbooks.

The successful candidate will have excellent communication skills with the ability to liaise with staff and clients at all levels effectively. Previous experience in practice is essential and the ideal candidate will have a qualification in AAT, ATT, CA, ACCA or equivalent.

If you are interested in applying for the above position please send your CV with a covering letter to recruitment@jcca.co.uk or by post to, Johnston Carmichael (Scotland) Ltd, Axis Business Centre, Thainstone, Inverurie, AB51 5TB by the **closing date**.

Date advert posted: 19th June 2018