

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 Solutions Senior**

<b>Reports to:</b>	Business Solutions Manager and Senior Manager
<b>Job Type:</b>	Permanent
<b>Hours of Work:</b>	Full-time (36.25 hours per week) or part-time (29 hours worked over 4 or 5 days per week)
<b>Location:</b>	Edinburgh
<b>Salary details:</b>	Competitive
<b>Job Purpose:</b>	To work closely with the team's managers, assistant managers and assistants, focusing on the management of the day to day Business Solutions work for the client as allocated; flagging up issues and concerns to the Business Solutions Assistant Manager/Manager at an early stage; coaching and training the Business Solutions team as needed; ensuring deadlines and budgets are met.

The above opportunity is currently available within our expanding Business Solutions department within our busy Edinburgh office on Melville Street. The successful candidate will be part of a team of 7, reporting directly to our Business Solutions manager and senior manager.

The successful candidate will be responsible for, but not limited to:

- Preparation of accurate management accounts and client financial information within the time frames agreed, ready for review, with meaningful commentary and variance analysis
- Preparation of budget, forecast and cash flow information for clients including commentary on the results
- Preparation of VAT returns and EC sales lists
- SME systems review including advising clients on the most effective accounting processes and suggest improvements
- Conversion/set up of accounting records in Xero and integration with add-on packages
- Ensuring all work is handled effectively and correctly from start to finish, in accordance with the firm's Business Solutions policies and processes and within agreed budgets



The successful candidate will be a Part Qualified or qualified ACCA, CA or CIMA. They will have Experience of some or all the following accounting packages; Sage 200, Sage Line 50 Quickbooks Online and Xero.

If you are interested in applying for the above position please send your CV with a covering letter along with salary expectations to Recruitment at [recruitment@jcca.co.uk](mailto:recruitment@jcca.co.uk) by the closing date.

**Date advert posted: 21<sup>st</sup> Dec 2017**

