

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:

Digital Solutions Senior

Reports to: Digital Solutions Assistant Manager

Job Type: Permanent

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

Location: **Highland Grampian Area**

Salary details: Competitive

Job Purpose: This is an exciting opportunity to play a key part in shaping the future of the firm: leading and introducing our clients and colleagues into a new way of working and thinking. This varied and dynamic role offers the opportunity to work in our fast-growing Scotland-wide team of Digital Solutions specialists, primarily ensuring and supporting our clients to be compliant with the new Making Tax Digital rules which come into place in early 2019. Thereafter working with our vast client base with systems reviews and recommending and implementing efficiencies. You will have full support and the opportunity to further develop your skills as well as allowing you to work autonomously and creatively contributing towards team goals. This is a fantastic opportunity for an individual who is keen to join a highly established firm with a clear career progression path offered.

The successful candidate will be responsible for:

- Ensure on-boarding assignments are conducted in accordance with the firm's procedures using the toolkit provided
- Arrange to meet clients either face to face, by telephone or virtually;
- Review and advise the best way to deal with client accounting records and select the correct Xero plan to meet their needs;
- Set up Xero, including bank feeds wherever possible
- Train clients to use Xero to deliver information to the level agreed in the initial quote and engagement letter;
- Provide on-going technical support to client on all Xero matters;
- Ensure support is delivered in a timely manner;

- An understanding of all features within Xero and the Xero Application market, experience in setting up clients on Xero and integrating key applications is essential;
- Assist in training of colleagues and delegation of conversions to other members of the team
- A knowledge of other accounting packages e.g. Sage 50 Accounts and experience of manipulating and exporting data from Excel & CSV documents

What we are looking for:

- Strong experience in cloud based software, specifically Xero, is essential
- Experience in Sage 50 Accounts, QuickBooks and other accounting software would be advantageous
- IT literate, good knowledge of Microsoft office, CCH experience is advantageous
- Have relevant qualification (CA, ACCA) or qualified by experience
- Experience of leading the transition of clients' bookkeeping systems on to cloud based platforms and will be able streamline accounting processes, suggesting solutions to improve the efficiency of their accounting functions
- Good technical knowledge, covering management accounts and statutory accounts
- Good knowledge of VAT and be able to review VAT returns
- Effective team working skills
- Effective planning and organising skills to ensure that the varied workload is managed effectively
- Good communication skills and the ability to engage at all levels
- Excellent client service skills and be personable and confident working on-site at client locations
- Self-motivated

If you are interested in applying for the above position please send your CV with a covering letter to recruitment@jcca.co.uk by the closing date.

Date advert posted: 13th August 2018