

We are recruiting!

Full-time Newly Qualified ACA/ACCA Accountant

About Us

Surrey Hills Accountancy is a fast-growing accountancy firm based in Chilworth, Surrey, offering comprehensive accounting and tax services to local businesses. We are a close-knit team of 10 professionals who value teamwork, quality service and healthy work-life balance. We are seeking a full-time newly qualified ACA/ACCA accountant to join our team and bring fresh insights and skills to our practice.

Job Description

As a newly qualified ACA/ACCA accountant, you will work on a variety of accounting and tax-related tasks, supporting clients in managing their financial records, ensuring compliance and offering advisory services. This role provides a great opportunity for a recent ACA/ACCA graduate to gain practical experience and contribute to the firm's success.

Key Responsibilities

- **Financial Statements:** Prepare financial statements for a range of clients, ensuring accuracy and compliance with accounting standards.
- **Tax Compliance:** Assist with preparing tax returns, including corporation tax, VAT and personal income tax.
- **Client Advisory:** Offer advisory services to clients on financial planning, tax planning and business strategies.
- **Management Accounts:** Prepare management accounts accurately and on time.
- **Reconciliation and Analysis:** Reconcile accounts, analyse financial data and identify trends or discrepancies.
- **Software Proficiency:** Use accounting software tools such as Xero, Dext and Bright Manager to manage client accounts and financial records.
- **Client Communication:** Communicate with clients to understand their needs, answer questions and provide financial advice in addition to collaborating with stakeholders.

Qualifications/Skills

- ACA or ACCA qualification.
- Knowledge of accounting principles and tax regulations.
- Experience with accounting software Xero, Dext and Bright Manager is preferred but not essential.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both written and verbal.



- Ability to work independently and within a team.
- High level of professionalism and confidentiality.

What We Offer

- Competitive salary based on experience.
- Hybrid working options.
- Opportunities for professional development and training.
- A fun and friendly team environment.
- A beautiful office location in the heart of the Surrey Hills.
- Salary sacrifice pension scheme where the company contributes 4%.
- Private medical insurance.
- Life assurance.
- Healthcare cash plan.
- 25 days holiday.

How to Apply

To apply, please send your CV and a covering letter outlining your relevant experience to hello@surreyhillsaccountancy.co.uk