

practice

About us Imagine a business partner who can flit from discussing financial targets, to legal contracts to finding the perfect hire, but also gets excited about creative ideas, fresh opportunities and new ways to grow.

That's Practice.

We're regulated as a firm of Chartered Accountants, but we go way beyond tax returns; we believe that when it comes to business, the magic happens when practical planning lines up with creative thinking.

About our plans We've been around for 4 years and have been amazed by the demand for what we do.

We'll always remain 'boutique', but right now there's huge potential for us to put down roots and develop our offer for the benefit of the creative industries as a whole.

Accounts Assistant

Role type:	Flexible hours, 4 to 5 days p.w.
Contract:	Permanent
Salary:	£23k to £26k depending on experience
Location:	Work from anywhere in the UK
Closing date:	5 th September 2023

About the role

We're looking for an organised and confident assistant to join our team and help us deliver first-class finance and admin support to our clients, while also keeping our own business processes on track.

In this role you'll take the burden of bookkeeping away from our clients and will get them excited about getting their financial data into shape, so they can use it to make decisions about their business.

We're a growing business ourselves and we have big plans for the next few years. This role will play a big role in helping us with our own internal processes – for example, managing client on-boarding, marshalling client data, and improving our own workflow.

You'll be responsible for...

- Keeping a small portfolio of our clients' Xero accounts up-to-date so they can always see how the business is doing.
- Preparing VAT returns for review by senior team members.
- Managing our client on-boarding processes; e.g. professional enquiry letters, 64-8 authorisations, anti-money laundering and systems set-up.
- Managing client data across our systems, helping us to keep this up to date and in sync across our platforms
- Supporting clients with training and troubleshooting with financial systems, processes and day-to-day accounting questions
- Working with Practice colleagues to make sure month-end / quarter-end / year-end close processes are on time and to the highest standard.
- Thinking creatively and making suggestions as to how we can improve processes for our clients and operate more efficiently
- Help develop the financial processes and controls within Practice.

You should apply if...

- You are a part-qualified AAT, or have similar practical working experience and are keen to pursue a career in accountancy
- You have some experience of working with accounting packages (ideally some experience of Xero) and love working with new apps and technologies
- You have a great eye for detail, but are able to understand the wider context in which our work is done
- You are eager to work in a growing business and want to work in a fresh, flexible, and supportive environment
- You have an interest in the creative industries

- You have a track record of building relationships and solving problems

Benefits of working at Practice

- Flexible working arrangements come as standard - our core hours are 10am to 4pm, but there's no fixed start or end time each day so you're more able to fit work around life
- We're a remote team right now, but we'll make you feel welcome with a series of online and in-person events. Our team members who are based in the London area get together once every fortnight, and those who live further afield join us for our twice annual 'all-team' get togethers.
- Workplace pension with NEST
- Learning and development budget available and study support a possibility
- Study support for accountancy qualifications
- 25 day holiday allowance, plus bank holidays (pro rata)

Equal opportunities

At Practice, we exist for our team as much as we exist for our clients.

We recognise that to be good at what we do, it's essential that we have a plurality of voices, backgrounds, and perspectives in our team.

We're a small group but we come from a whole range of international and cultural backgrounds. Our strength lies in this diversity, and also in our empathy and support for each other.

Whatever your story, we'd love to hear from you.