



Profile for the position of Assistant Accountant Sheltons Accountants (based in SW1 London)

Sheltons Accountants – Accountants and Business Advisers to internationally operating businesses

A wonderful opportunity to grow and develop, working within a small team in modern offices in London Victoria - to help with the day to day bookkeeping/accounting for our own companies as well as client companies.

Position

- Assistant Accountant
- Salary range £25,000 - £30,000 dependant on experience.
- Reporting to the Group Accountant (Chartered Accountant – ICAEW)

When and where

- Commencement – ASAP
- London Victoria SW1

Role

- Primarily to support the Group Accountant with the bookkeeping/accounting for our own companies in Denmark, United Kingdom, Australia and Malta (with more coming) as well as client companies
- Posting customer and supplier invoices, ensuring standard processes are followed
- Manage the weekly debtors reports, bi-weekly creditors reports and monthly management reporting
- Assist with weekly bank reconciliations and travel expenses
- Assist the group accountant with VAT/GST returns and other compliance matters
- Process and post all intercompany transactions and assist group accountant with reconciling all intercompany entities
- Assist with client-related matters, including bookkeeping, VAT returns, company secretarial, etc areas, on an ad hoc basis

Professional characteristics

- Essential
 - One to two years bookkeeping/accounting experience
 - Good knowledge of Sage Line 50
 - Native or fluent in English
 - Excellent relevant IT skills
- An advantage if you:
 - have experience in the use of various accounting software
 - have a good knowledge of VAT

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation

- speak another major language
- have lived abroad in recent years
- have worked with internationally operating clients

Personal characteristics

- Essential
 - Ambitious, self-motivated, energetic
 - Social and team-minded
 - Organised and reliable in all respects
 - Be able to travel internationally

About Sheltons Group

- Sheltons Accountants UK, part of Sheltons Group, works exclusively with foreign businesses coming into the UK, mostly from Western countries
- We will soon commence assisting UK-based businesses investing abroad
- All clients are thus internationally operating
- We cover a wide range of areas for our niche target group
- We have offices in Sydney, Copenhagen (since 1995), Malta and now London – and soon other countries
- Sheltons is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs
- Sheltons Accountants UK is located in beautifully, recently renovated offices in the Victoria SW1 area of London

What we offer

- An exciting position with a small, dynamic, internationally-orientated firm
- Opportunities to maintain and develop your accounting and related skills
- Opportunities for advancement
- Close interaction with colleagues in our offices abroad
- International client exposure
- Professional and fun working environment

Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

Ms Rebecca Holliday, R.Holliday@SheltonsGroup.com

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

Our location -



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