



## **Profile for the position of 'Assistant Accountant' with Sheltons Accountants – Victoria SW1 London**

Sheltons Accountants - Accountants & Business Advisers to internationally operating businesses

### ■ **Position**

- Assistant Accountant

### ■ **When and where**

- Commencement – ASAP
- 105 Victoria Street, SW1E 6QT, London (close to London Victoria and St James's Park Stations)

### ■ **About us – and see [www.SheltonsGroup.com](http://www.SheltonsGroup.com)**

- Sheltons Accountants UK, part of Sheltons Group, works exclusively with foreign businesses coming into the UK (inbound)
- We will soon commence assisting UK-based businesses investing abroad and exporting (outbound)
- All clients are thus internationally operating
- We cover a wide range of areas for our niche target group
- Sheltons Group has offices in Sydney, Copenhagen (since 1995), Malta, London, Milan and soon in 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 professional tax advisers, for in-house tax staff of MNCs and others
- Sheltons UK is located in modern comfortable offices in the SW1 area – see maps below

### ■ **You & your qualifications**

The following are essential:

- At least five years accounting experience
- At least two years recent experience with an accounting firm in the UK
- Proficient English language skills
- Significant experience with Xero (preferably) and other accounting software
- You have significant experience in working with UK companies

It would be an advantage if you have experience with:

- Payroll administration
- Internationally operating businesses
- Company tax, personal tax or VAT expertise
- Companies that have imported or exported physical goods
- Another major language

#### ■ **The role**

Your duties would include the following (in no special order):

- To support the team with the bookkeeping/accounting for UK client companies – especially foreign-owned
- Assist with / producing management reports
- Assist with / producing VAT and similar returns and other indirect tax compliance matters
- Assist with the preparation of company and personal tax returns, all with international elements
- To attend to payroll administration including setting up new employer and employees, setting up pension arrangement and employers liability insurance, and handling payroll for leavers

#### ■ **You will report to ...**

You will report to Joe Hull and ultimately to Ned Shelton - see <https://www.sheltonsgroup.com/our-team/> - and to others as determined by Mr Shelton.

#### ■ **Personal Characteristics**

- You are ambitious, self-motivated, energetic
- You are sociable, team-minded and outgoing

#### ■ **What we offer – and see 'Appendix – what we offer' for details**

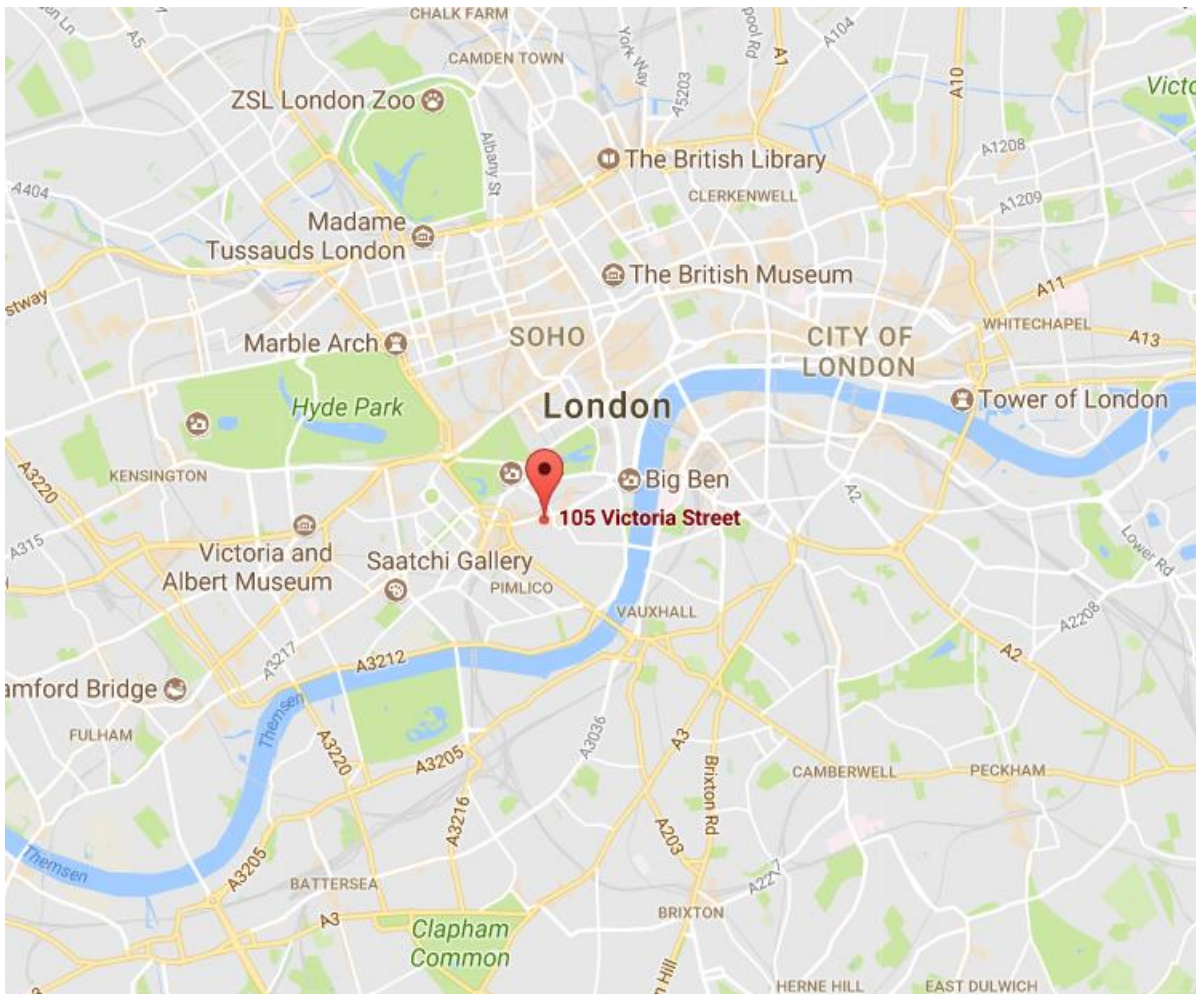
- An exciting position with a small, dynamic, internationally orientated firm
- Opportunities to maintain and develop your accounting and related skills
- Opportunities for advancement
- Close interaction with colleagues in our offices abroad
- International client exposure
- Professional and fun working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

#### **Applications and contact**

Please submit your applications ASAP. Detailed CVs are very welcome; we also like to hear about your interests and hobbies and your non-work achievements. Please include a covering letter explaining why you are interested in the role and why you satisfy the essential qualifications.

Contact: Ms Lucy Beard at [L.Beard@SheltonsGroup.com](mailto:L.Beard@SheltonsGroup.com)

## Our location



See next pages  
**Appendix – what we offer**

- Accountants & Business Advisers
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- Relocation of expats

# **What we offer**

## **the candidate for the position of 'Assistant Accountant' at Sheltons Accountants (London, United Kingdom)**

- Interaction with people and businesses from many countries
  - Sheltons Accountants UK work exclusively with internationally operating businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe, investing in the UK
  - All our clients plan to do or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
  - Our clients operate in a wide range of business sectors
  - You will also liaise with existing colleagues in various countries
  
- Variety of work – and choices
  - To begin with, you will be exposed to a substantial variety of work
  - You will interact with colleagues, suppliers and others based in several countries
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several larger countries in the near future
  - You would have the opportunity to grow rapidly with the firm
  
- An opportunity to significantly develop – and to develop many skills
  - You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development – with your work management, managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  
- A very international environment including some international travel
  - You would regularly work with your colleagues in our other offices
  - We expect to open at least 3-4 new offices in other countries in the next 2-3 years
  - Not only does the local office work as a team but the group works as a team and people from one office assist other offices in other countries.
  
- A position in a friendly team
  - Sheltons is a small but growing firm with a very professional but friendly working environment
  - As you develop, we would expect you to have a growing influence on aspects of the office
  - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
  
- A work location in modern offices in a central location (SW1)

- Central. Our London office is located in SW1, in central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
- Modern. The London offices are very modern.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons covers lunch for all employees, the idea being to eat together outside the office.