

CC YOUNG & CO LIMITED

Job Description

Job Title:	Project Accountant
Department/location:	Touring Department

Main Purpose of Job

- To prepare year end accounts for Sole Traders, Partnerships, Limited Companies and LLPs
- To prepare management accounts.
- To assist the Head of Department with *ad hoc* projects that may arise.

Limits of Authority and Decision Making

- Day to day workings to be presented to and reviewed by the Manager, unless otherwise instructed.
- Submission of VAT Returns must be signed off by Manager or Partner.
- Financial Statements must be reviewed by Manager and Partner.
- Management accounts must be reviewed by Manager and Partner.
- Oversee cash flow, but financial planning is to be executed by Partner.

Working Conditions

- Work to be carried out onsite at the offices of C.C. Young & Co.
- Attendance at in office and out of office meetings with Staff and Clients may be required – advance notice will be given if travel arrangements are required.

Skills, Knowledge, Experience, Attitudes and Behaviours

Qualifications Required:

- Qualified ACCA/ACA

Experience/ Skills

- Experience of working in an accountancy practice
- Interest in the Music Industry

Knowledge and Attitudes and Behaviours Required

- Good working knowledge of Viztopia Accounts Production Software or similar, e.g. Iris etc;
- Excel (General Microsoft Packages);
- Ability to produce Accounts Working Papers to high quality standard; to include:
 - Correct disclosure
 - Correct references
 - Complete supporting documentation.
- Ability to exercise judgement and consideration in respect of presentation of financial information, e.g.
 - Physical Presentation (font size, spelling, clarity of information)
 - Content (reasonableness, missing information, etc)
- General understanding of work undertaken by and issues concerning all C.C. Young & Co. departments (Personal Tax, Corporation Tax, Royalties & Audit, and Company Secretarial).
- Ability to prioritise workload;
- Good Interpersonal skills
- Attention to detail

- Ability to work to deadlines and produce accurate work whilst under pressure;
- Ability to use time in the office efficiently in order to achieve maximum level of productivity;
 - Awareness of chargeable time vs non-chargeable time
 - Ability to work to a budget; and
 - Awareness of clients' "ability to bear".
- Ability to work well with others.

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