

# **Assistant Accountant**

**£23,000-£28,000 pa**

We are a dynamic, innovative, and growing company looking for an ambitious and hard-working individual to join our team. Running a small business is hard work. There is a huge amount of information out there and small businesses can easily become overwhelmed by all the conflicting advice. That's why at Mazuma, we make life simple for small businesses by handling all their accounts and tax needs for them.

Whether a business is ProTech or NoTech, we've got them covered. Our mission is to innovate on solve problems on behalf of our clients.

## **Overall responsibility**

Assist Lead Accountant with the preparation of year end accounts, tax returns and company tax returns. Ensure all deadlines are achieved and individual team members are developed to their full potential.

## **Key areas of responsibility**

- Highest standard of Customer care
- Completion of management accounts for clients with tailored advice
- Ensure all deadlines (VAT, Statutory accounts, Corporation Tax, Self-Assessment, Payroll) are fully adhered to
- Dealing with queries over the telephone and via email with clients directly
- Ensure all time deadlines are strictly adhered to for Purpleforce & client enquiries

## **Qualifications and Skills**

- Minimum AAT Intermediate qualified or studying towards ACCA or ICAEW
- Excellent customer service skills
- The ability to prioritise workloads
- The ability to take initiative and work without supervision
- A professional and hard-working attitude
- Experience in a practice environment dealing with small businesses
- Respectful, trustworthy, polite, honest, and strong work ethic

## **Rewards and Benefits**

- £23,000 to £28,000 salary per annum (37.5 hours per week)
- Pension contributions
- Incentives and bonus
- Paid Overtime Opportunities
- 23 days holiday a year plus bank holidays
- Flexible modern working practices

## **Why Join Mazuma?**

**Innovation:** Be part of a company that values and encourages innovation in its approach to finance and accounting.

**Career Growth:** We invest in our team members and provide opportunities for professional development and career advancement.

**Collaborative Culture:** Join a collaborative and supportive team that values open communication and teamwork.

**Impact:** Your contributions will directly impact the success and growth of our firm.

Mazuma is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Job Type:** Full-time, Permanent

**Schedule:**

Monday to Friday

Hybrid working from Bridgend, South Wales

If you are interested in this position, please email a copy of your C.V. to [HR@mazumamoney.co.uk](mailto:HR@mazumamoney.co.uk).