

BLUE SPIRE LIMITED

JOB DESCRIPTION

PERSONAL TAX SENIOR/ACCOUNTANT- FULL TIME

Location	Chichester, West Sussex
Hours	Full-time (37.5 hours per week)
Salary	£32,000 to £40,000 depending on experience

ABOUT THE ROLE:

We are seeking an ambitious and motivated Personal Tax Senior/ Accountant to join our friendly and growing accountancy practice in Chichester.

This is an excellent opportunity for an ATT or AAT qualified person or ACA/ACCA part-qualified accountant or someone qualified by experience looking to further develop their career within a supportive and professional practice environment.

This is a hybrid role sitting between the accounts and personal tax teams. The successful candidate will be responsible for preparing accounts and tax returns and building strong relationships with clients.

KEY RESPONSIBILITIES:

TAX COMPLIANCE

- Prepare self-assessment tax returns for directors and individuals.
- Identify tax planning opportunities and raise these with managers and partners where appropriate.

ACCOUNTS PREPARATION

- Prepare statutory accounts for limited companies, sole traders and partnerships.
- Prepare corporation tax returns.
- Review bookkeeping records and supporting documentation.
- Prepare year-end working papers and schedules.
- Ensure assignments are completed accurately and within agreed deadlines.

CLIENT MANAGEMENT

- Act as a point of contact for a portfolio of clients.
- Respond to client queries in a professional and timely manner.
- Build and maintain strong client relationships.
- Provide practical business and accounting support to clients.

COMPLIANCE & PROFESSIONAL STANDARDS

- Ensure compliance with professional and regulatory requirements.
- Maintain up-to-date knowledge of accounting, tax and legislative developments.
- Follow internal quality control procedures and practice standards.

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

- AAT or ATT Level 4 qualified or ACA/ACCA part-qualified or qualified by experience
- Minimum of two years' experience working within a UK accountancy practice.
- Minimum of two years' experience preparing self-assessment tax returns for a variety of clients.
- Experience preparing accounts for limited companies, sole traders and partnerships.
- Working knowledge of corporation tax and VAT.
- Experience using cloud accounting software, particularly Xero.
- Strong communication and client relationship skills.
- Excellent attention to detail and organisational abilities.
- Ability to manage multiple assignments and deadlines.

DESIRABLE

- Experience managing a portfolio of clients.

PERSONAL ATTRIBUTES

- Professional, approachable and client-focused.
- Highly organised with strong attention to detail.
- Able to work independently and as part of a team.
- Committed to delivering excellent client service.

BENEFITS:

- Competitive salary.
- Pension scheme.
- Support with professional development and training.
- Payment of professional subscriptions, where applicable.
- Modern cloud-based working environment.
- Friendly and supportive team culture.

IDEAL CANDIDATE:

- AAT or ATT qualified seeking progression within practice or qualified by experience.
- ACA or ACCA part-qualified accountants looking to broaden their experience.

The successful candidate will enjoy working closely with owner-managed businesses, building lasting client relationships and delivering practical, high-quality advice as part of a professional and supportive team.

To apply please send your covering letter and CV to:

bridget@bluespire.co.uk