



chartered accountants

Xero Advisor / Bookkeeper / Management Accountant

Introduction to Plus Accounting

Plus Accounting have been advising clients across Sussex for over 30 Years. The team now consists of 3 Directors, 2 Service Directors, 10 Managers and a further 26 team members who work across our Audit, Business Services, Personal Tax, Outsourcing, Marketing and Admin departments.

The firm is committed to high growth, and we are looking to recruit a new member of staff to help support the existing Outsourcing team with our expanding portfolio's.

Our client base is varied, focusing on different sectors and sizes. We predominantly work with SME business owners, Finance Directors of domestic and international companies/groups.

We are committed to creating an equitable workplace that values and respects individuals from all backgrounds. Whilst it is preferred that the role is full-time, part-time requests will be considered for the right person.

What we are offering

Our ideal candidate will be offered the following opportunities and benefits:

- A position as a Xero Advisor in the Outsourcing department.
- A role which will mainly focus on management accounts, bookkeeping and VAT work using Xero as our main software provider, of which you will be directly engaging with clients and managing a regular portfolio of clients.
- Responsible for the preparation, review, and submission of VAT returns.
- Advise and support clients with cloud accounting software questions.
- Working within a team supported by fellow Xero lovers! We are known for providing great Xero support to our clients.
- This position is open to part-time or full-time hours.
- A genuinely friendly work environment and open-door policy
- A range of benefits including:

- Full health cover
- Participation in our 'Plus Reward Scheme'
- Regular social events and an established Wellbeing programme
- Working from home arrangements including a laptop and screens
- 35 days holiday (including bank holidays)
- Employer pension contributions
- Group life insurance cover
- Access to our 'Perks at Work' facility

What we require from you

In return, we need you to provide us with the following skills, knowledge and experience:

- Minimum of AAT qualification.
- Xero certification, or previous experience in Xero and other cloud software packages. It is necessary to have a good working understanding of the Xero platform, and other connected apps such as Dext.
- A minimum of 2 years' practice experience, covering management accounts and book-keeping experience, with good VAT and CIS knowledge.
- Strong technical and problem-solving skills.
- Effective communication with team members and clients.
- The ability to work accurately and analyse a range of financial information.
- A strong work ethic and "can do" attitude.
- Show us that you are enthusiastic and ambitious.

In Summary

If you have the necessary drive and ambition to work with us and you have the ability and willingness to provide a first-class professional service to our clients, then we welcome your application for this role.

Thank you for your interest.
Emma Hardwick

Contacting Us

Preston Park House South Road, Brighton,
East Sussex, BN1 6SB

T: 01273 701200

E: careers@plusaccounting.co.uk

www.plusaccounting.co.uk