



# HOCKLEY WRIGHT & CO LTD

## CHARTERED ACCOUNTANTS AND TAX ADVISORS

---

Unit 15, No. 2 Bulrushes Business Park, Coombe Hill Road, East Grinstead, West Sussex RH19 4LZ.  
Tel: (01342) 301099 Web: [www.hockleywright.co.uk](http://www.hockleywright.co.uk) Email: [office@hockleywright.co.uk](mailto:office@hockleywright.co.uk)

### **Job Title**

Senior Client Accountant / Bookkeeper

### **Job Type**

Part- Time, Permanent

### **Location**

East Grinstead, West Sussex

### **About Hockley Wright & Co Ltd**

Hockley Wright & Co Ltd is an independent firm of Chartered Accountants based in East Grinstead, West Sussex. We specialise in advising owner managed businesses, offering a comprehensive, first-class service to all our clients. We offer accounting, taxation and business advisory services to a wide range of largely local businesses and individuals.

As a friendly, family-run firm we have a huge passion for owner managed businesses and giving practical and specialist taxation advice, headed up by the Company Director, with a team of five other staff.

Based on a small business park, around farmland on the outskirts of East Grinstead, we are perfect for someone looking for a friendly and calm working environment. *Driving is essential.*

Over the past years, we have seen significant growth and are wanting to bring a person on-board that can help drive the business forward at this exciting time. We are now seeking a Senior Client Accountant to join our team.

### **Key Objectives of the Role**

It is extremely important that the individual is highly experienced and capable across all the widely used cloud accounting software's, working closely with the Company Director, and other accounts staff to build and develop client relationships and offer first-class accounting and bookkeeping services and advice.

The individual would be responsible for planning and preparing Quarterly VAT returns for a wide number of clients, keeping to timeframes, along with overseeing other staff's work. Experience is essential.

The individual will also be responsible for preparing the background work for year-end accounts for a broad portfolio of clients including Sole Traders, Partnerships, and small Limited Companies, across a range of sectors. The individual will also be responsible for collating personal tax information as part of this work.

We are also looking for someone that has a positive attitude towards and good awareness of, the upcoming MTD (Making Tax Digital) changes.

The individual must have at least 3 – 5 years practice experience in an Accounts role, preferably with the AAT qualification.

The individual will need to be a confident communicator, have an eye for detail and be proactive in their approach. They will need to be able to work efficiently independently, as well as part of a team.



# HOCKLEY WRIGHT & CO LTD

## CHARTERED ACCOUNTANTS AND TAX ADVISORS

---

Unit 15, No. 2 Bulrushes Business Park, Coombe Hill Road, East Grinstead, West Sussex RH19 4LZ.  
Tel: (01342) 301099 Web: [www.hockleywright.co.uk](http://www.hockleywright.co.uk) Email: [office@hockleywright.co.uk](mailto:office@hockleywright.co.uk)

### **Key Responsibilities**

- This is an office based role.
- Preparing annual accounts, from both complete and incomplete records.
- Oversight, completion and submission of quarterly VAT returns.
- Oversight, completion and submission of monthly CIS returns
- Management of client queries in relation to VAT, CIS, Accounts work and helping to resolve any issues that might arise closely with internal team and HMRC.
- Maintenance of records and management information.
- Oversight of bookkeeping tasks of other colleagues.
- Attendance at relevant training seminars, where required.
- Management of financial systems to include Iris, Xero, QuickBooks, and SAGE, primarily.
- Completion of general office duties.

### **Company Benefits**

- On-site parking
- Company pension
- 22 days holiday plus bank holidays (pro rata)

### **Salary**

- £28,000K - £35,000k full time equivalent (FTE), based on capability and experience

### **Schedule**

- Minimum of 22- 28 hrs per week (option to work across 3-5 days)
- Flexible hours (to be discussed)

### **Experience**

- Microsoft Office (Word / Excel)
- VAT – A good understanding of VAT law
- Accounting Practice experience: 3 -5 years.
- Proficient with Sage, Xero, QuickBooks and Iris
- Accounts preparation.

### **Education/Qualifications**

- AAT qualified (or equivalent)

### **Contact -**

[lyndsey@hockleywright.co.uk](mailto:lyndsey@hockleywright.co.uk)