

## Junior Accountant

**Salary: £24,000-£26,000 (dependant on experience)**

### About Us

TaxMate is an innovative online accountancy firm dedicated to providing exceptional accounting services to small businesses and self-employed individuals. Leveraging cutting-edge technology and our proprietary TaxMate App, we streamline accounting processes and offer cost-effective, high-quality solutions.

### Role Overview

As a Junior Accountant at TaxMate, you will assist in managing our clients' financial affairs and provide essential support to senior accountants. You will be responsible for a variety of accounting tasks, including bookkeeping, preparing financial statements, and assisting with tax preparation. This is an excellent opportunity for a recent graduate or early-career professional to gain valuable experience and grow in a dynamic, fast-paced environment.

### Key Responsibilities:

- Assist in maintaining and updating financial records for a portfolio of clients.
- Perform bookkeeping tasks, including data entry, reconciling accounts, and managing ledgers.
- Prepare and review financial statements, ensuring accuracy and compliance with accounting standards.
- Assist in the preparation and filing of tax returns, ensuring timely and accurate submissions.
- Use the TaxMate App and other accounting software to streamline processes and enhance client services.
- Communicate with clients to gather necessary information and provide basic financial advice.
- Support senior accountants in various accounting and administrative tasks.
- Stay up-to-date with accounting regulations and industry best practices.

## **Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, or a related field.
- Prior experience or internships in an accounting role is a plus but not required.
- Proficient in Microsoft Office Suite, especially Excel; familiarity with accounting software is a plus.
- Strong understanding of accounting principles and practices.
- Excellent analytical, organizational, and problem-solving skills.
- Strong communication and interpersonal skills.
- Detail-oriented, self-motivated, and able to manage multiple priorities effectively.
- Willingness to learn and develop professionally in a supportive environment.

## **Rewards and Benefits**

- Competitive salary of £24-£26k, and performance-based bonuses.
- Pension contributions
- Hybrid work from Pembrokeshire, South Wales (fully remote considered for the right candidate)
- 25 days paid time off plus bank holidays
- Professional development opportunities, including access to training and certifications.

## **Why Join TaxMate**

- Be part of a fast-growing company, looking to change the way traditional accountancy firms operate.
- Collaborative and supportive work environment with a focus on work-life balance.

## **How to Apply**

Interested candidates are invited to send their resume and a cover letter outlining their relevant experience and why they are a good fit for this role to [careers@taxmate.co.uk](mailto:careers@taxmate.co.uk). Please include "Junior Accountant Application" in the subject line.