

## Vacancy

### Senior Accounts Associates

Daniel Consultancy is a fast-growing outsourcing practice providing core accounting services to UK based entities. We are looking for dynamic individuals who can be part of our success team in Sri Lanka.

#### Main Responsibilities

- Preparation of year-end financial statements for manager's review.
- Preparation of corporation tax and personal tax returns.
- Prepare monthly/quarterly management accounts on Excel, QuickBooks Online and Xero.
- Preparation and review of quarterly VAT returns for client approval.
- Actively communicating with client on retrieving necessary documents as needed and clarifying queries.
- Ensure for smooth workflow, job deliveries and to meet tight deadlines.
- Preparing the monthly payroll related services

#### Who You Are?

- Qualified/Part qualified in ACCA, CIMA, or other professional qualifications.
- 1-3 years' experience working in accounting practice or similar experience.
- Experience in UK based accounting practice is an added advantage.
- Highly organised individual with time management skills.
- Excellent attention to detail.
- Work according to UK workings hours and UK holidays.
- Ability to work well in a team and individually and under pressure.
- Solid IT skills along with the ability to pick up software quickly and effectively.
- Knowing UK payroll system is preferable.

#### Salary

At Daniel Consultancy, we offer an attractive remuneration package and other range of benefits such as annual bonus schemes and daily office drops transport service provided.

#### Working Hours

Monday to Friday, 1.00 PM to 10.00 PM during summer and 2.00 PM to 11.00 PM during winter. Flexible working hours for half a day working on first and the last Saturday of the month.

*If you are interested and looking for more than just a job, then look no further. To apply please email your resume and expected salary to [info@danielconsultancy.co.uk](mailto:info@danielconsultancy.co.uk).*