



Graham Reid
Accountancy

Job Title: Senior Accounts Manager

Location: Eyemouth/Berwick

Company: Graham Reid Accountancy

Salary: Competitive, based on experience

Job Type: Full-Time | Permanent

About Us:

We are a well-established and growing accountancy practice providing a wide range of services to a diverse client base. We're now looking for an experienced and proactive Senior Accounts Manager to join our team and take a lead role in managing VAT compliance and supporting wider accounting functions.

Key Responsibilities:

- Review VAT returns prepared by the team for accuracy and compliance
 - Prepare and file VAT returns when required
 - Process accounts to trial balance stage, including year-end adjustments and journals
 - Support the production of year-end accounts for clients
 - Manage and mentor a small team of staff, providing training and development
 - Liaise with clients to resolve VAT queries and provide advice as needed
 - Ensure deadlines are met and quality of work remains high
 - Use accounting software such as QuickBooks, Xero, and other cloud-based tools
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What We're Looking For:

- Strong experience in a similar VAT or accounts role, ideally within an accountancy practice (but not essential)
 - Good working knowledge of VAT rules and accounting processes
 - Excellent attention to detail and high standards of accuracy
 - Experience managing or supervising a small team
 - Confident using accounting software including QuickBooks and Xero
 - Excellent communication skills and client-facing professionalism
 - AAT/ATT qualified or part-qualified (or equivalent experience); further study support may be provided
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What We Offer:

- Competitive salary, dependent on experience
- Supportive and friendly working environment
- Opportunities for professional development and career progression
- Modern, flexible working arrangements
- Exposure to a broad and varied client portfolio

Please contact Graham Reid in the first instance for any further information required and send your CV along with a covering letter explaining why this job is for you.