



# Senior Accountant

Role Information Pack  
June 2026



<b>Welcome</b>	<b>3</b>
<b>The Organisation</b>	<b>4</b>
<b>Role Description</b>	<b>5</b>
<b>Key Accountabilities</b>	<b>6</b>
<b>Potential Job Impact</b>	<b>7</b>
<b>Skills Needed to Fulfil the Role</b>	<b>8</b>
<b>Salary &amp; Benefits Package</b>	<b>9</b>
<b>Guidance Notes For Applicants</b>	<b>11</b>



# Welcome

Thank you for your interest in the Senior Accountant role at the Association of Taxation Technicians (ATT). The ATT is an educational charity and the leading professional body in the UK for tax advisers and tax technicians dealing with all aspects of taxation. If successful, you will be joining a dedicated team of staff and volunteers who ensure that we continue to meet our primary purpose of promoting education in taxation. Our key aim is to achieve a more efficient and less complex tax system for all, and you will see from our annual reports that we do this through a wide range of activities.

At the ATT, our vision is to remain one of the leading bodies for taxation professionals in the United Kingdom, serving the public interest through the pursuit of excellence and with integrity, and we're looking for people who are excited about joining us on our journey. To help us achieve our vision we're looking for exceptional people who live our values and behaviours and who can inspire others, embrace change, deliver results, and keep it simple.

To help us achieve our vision, we are searching for talented professionals who embody our values and behaviours. We look for those who can inspire others, embrace change, deliver results, and simplify complex challenges. At ATT, our values are central to everything we do:

- **Ethical:** We act with integrity, uphold high ethical standards, and accept accountability for our actions.
- **Collaborative:** We value working constructively with stakeholders to achieve our goals.
- **Inclusive:** We welcome, respect, and value everyone, and actively consider how to be accessible.
- **Empowering:** We encourage and enable personal growth and seize opportunities.
- **Progressive -** We are future focused; constantly learning and driving improvements that deliver enhanced service excellence.
- **Committed -** We are focused on and dedicated to the consistent delivery of our charitable objectives and services.

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote, and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles and offer workplace accommodations to ensure you have what you need to effectively deliver in your role. We are an organisation which was founded by ordinary people who were dedicated to making tax as simple as possible for the public and providing qualifications that are open to all. Our members and volunteers come together to help each other get the most from their Professional Body and enhance their future careers. If you come to work here at the ATT, you'll be part of that. Part of something a bit different and something really quite special. What's more, we have a strong ethic of care for each other and our members. If you share our commitment to excellence and would like to play a leading role in shaping the future of ATT, we encourage you to apply for this exciting opportunity. We look forward to learning how your experience and approach will help us deliver our mission and vision.

Yours sincerely,

Jane Ashton  
**ATT CEO**

## The Organisation

The primary charitable objective of the Association of Taxation Technicians is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible.

Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government, and academia.

The ATT is a registered charity, number 803480, and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The ATT is managed by its Chief Executive under the strategic guidance of the Council.



## Role Description

### Job Purpose

The Senior Accountant will be responsible for all elements of financial and management reporting across ATT. They will prepare the monthly management accounts and have full ownership of the balance sheet accounts including reconciliations and VAT returns for the UK and several international jurisdictions. They will produce monthly management information inclusive of variance analysis to support budget holders and the wider organisation in decision making.

The Senior Accountant will be required to support the Chief Finance Officers medium-term planning by working with budget holders and senior stakeholders to produce financial and cash projections.

The Senior Accountant will also assist the CFO in the preparation of the statutory accounts in accordance with the charities SORP and FRS102. They will be the key point of contact during audit field work and will produce supporting audit schedules.

### Operating Environment

Working directly to the Chief Finance Officer and alongside the Finance Officer the post holder will operate within a small finance function, but will have wide reach across the organisation liaising directly with Budget Holders, Directors, the Chief Executive Officer, the Executive Officer and the Audit Manager of ATT.

The scope of the role includes all elements of the finance function including internal reporting, financial controls, control account reconciliation, cash management, statutory reporting and audit.

ATT is a membership and education association with a turnover of circa £4.2m and a growing membership in excess of 10,000.



### Framework and Boundaries

- Management information and financial projections to be delivered in accordance with organisational timetables
- Balance sheet accounts accurately reconciled on a monthly basis to ensure management information is accurate and true and fair financial statements are produced for audit purposes
- VAT returns are produced, submitted and liabilities settled in accordance with government tax authority timescales

## Key Accountabilities

- Undertake the monthly ledger closure to ensure income and cost streams are correctly recorded.
- Manage the deferred schedule ensuring all deferred income is recorded and released accurately.
- Preparing and posting the monthly payroll journals and corporate credit card expenses.
- Calculating and processing accruals and prepayments.
- Identifying and processing journals to correct coding issues.
- Calculate and process investment journals.
- Monthly preparation of the balance sheet for review by the Chief Finance Officer.
- Produce a consolidated monthly reporting pack and present to the Chief Executive.
- Producing the departmental accounts for all budget holders providing key commentary on both monthly and YTD variances and movements from forecast.
- Produce all monthly balance sheet reconciliations including investments, prepayments, sales and purchase control, accruals and fixed assets.
- Prepare the year end trial balance and support the Chief Finance Officer in the production of the financial statements and notes to the accounts.
- Be the point of contact for the audit team and attend the audit close out meeting with the Chief Finance Officer.
- Lead during the interim and annual audit process ensuring all team members submit their schedules directly to the auditors.
- Lead the annual budget process, including design of templates, organising and running budget holder meetings, consolidating the organisational position, presenting the consolidation to the Chief Finance Officer providing justification for movements from the half year forecast.
- Work with budget holders and senior decision makers to produce a Q1 and Q2 forecast and provide the Chief Finance Officer with analysis on the movement from the budget or the previous forecast.
- Produce 12 month rolling cashflow statements.
- Prepare quarterly VAT calculations for Charities partial exemption VAT return and submit to HMRC.
- Prepare international VAT/GST returns and submit to the appropriate tax authority.
- Prepare yearly VAT annual adjustment and VAT apportionment.
- Monthly uploading direct debits for membership collections.
- Undertake administration on banking facilities and the Insignis cash management portal.
- Approve supplier bank payments set up by the Finance Officer.
- Undertake credit control activities with the top 7 firms building a relationship to ensure invoices are correct and settled in the required timeframe.
- Oversee and support the Finance Officer with other credit control.



## Potential Job Impact

The Senior Accountant will provide the organisation with accurate information in accordance with the organisational timelines. All information will be presented alongside robust information on variances to budgets and movements from previous results or financial projections. The annual accounts will be finalised in accordance with the audit timetable and supporting schedules will be presented to the auditors in the required timeframe, the audit will run smoothly with no material findings. Statutory and taxation returns will be submitted in accordance with prescribed timelines and ATT will remain compliant at all times.

# Skills Needed to Fulfil the Role

## Knowledge and experience

- Qualified Accountant (CIMA or ACCA) minimum 1-2 years post qualified
- Experience in preparing and understanding budgets and forecast
- Commercial knowledge and awareness
- Knowledge of finance systems
- Minimum of 3 years' experience with management accounts and balance sheet reconciliations
- Experience of being the key audit contact
- Experience of producing VAT returns

## Functional/technical skills

- Advanced Excel application including ability to use formulae to analyze large data sets
- Good writing skills and ability to communicate with senior management
- Excellent attention to details
- Understanding of FRS 102 and Charities SORP
- Strong general ledger skills and reconciliation skills
- Ability to organise workload to ensure deadlines are met

## Interpersonal and work management Skills

- Able to communicate in clear and concise manner
- Commitment to accuracy and attention to detail
- Strong communication skills explain Finances to non- financial managers
- Hands on and Self Starter who is able to set and manage their own priorities
- Flexible and positive approach to work

# Salary & Benefits Package

## Salary

The salary for this role is £63,900 per annum, 35 hours per week. The role is remote, but with compulsory attendance in person at face-to-face meetings and at virtual meetings when required.

## Pension

You will be automatically enrolled on the Aviva Group Pension Plan (10% employer and 3% employee contribution) upon joining.

## Insurance

- Income protection cover, which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times your current salary in the event of your permanent disability/loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

## Holiday entitlement

- 25 days depending on your length of service, and pro-rated based on your working pattern.

### Optional Benefits

#### Bupa (private medical insurance)

You can join our company paid private medical insurance scheme, which pays for the cost of private medical treatment for acute conditions.

#### Health Shield Essentials (including Employee Assistance Programme)

You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy, etc) and an employee helpline covering medical and legal issues and counselling.

#### Interest-Free Loans

After 6 months' service, you may apply for an interest-free loan to help with the purchase of a season ticket or a bicycle.

#### Continuous Professional Development

The Association of Taxation Technicians supports learning and development and offers a wide range of courses and opportunities.



## Guidance Notes for Applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact us on the email or telephone below:

Application deadline: 30 June 2026

Interviews: w/c 6 July 2026

Final interviews: w/c 13 July 2026

You can apply by submitting a covering letter and up-to-date CV via email to Sharon Jepson at [sjepson@ciot.org.uk](mailto:sjepson@ciot.org.uk). Your covering letter should make it clear how your skills and experience match those described in the advert or job description.

If you wish to find out more about the role before applying, you may do so by emailing [sjepson@ciot.org.uk](mailto:sjepson@ciot.org.uk) or by calling 02073400563. This will not prejudice your application in any way.

If you do not hear from us within 2 weeks of applying, this means that you have not been shortlisted on this occasion. Failure to be shortlisted for one role does not bar you from applying for others when they are advertised. This post will be resourced through a 2-stage interview process, including an assessment.

If you are invited to interview, you must confirm your attendance by the deadline stated in the invitation email. If you do not do so, we will assume you are no longer interested. You will be provided with the assessment details in advance.

If you require reasonable adjustments to be made, please notify us as soon as you are shortlisted so we can try to accommodate your needs.

You will be told during the interview when you may expect to hear the outcome.

Although we appreciate the time and effort that goes into applying for a post with us, we do not give individual feedback on applications or interview performance.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they commence employment.

[We look forward to receiving your application!](#)