SeavorChartered
Accountancy, Tax & Business Advisers

Role Opportunity

Position Title:	Accounts Assistant
Salary:	£27,000 to £33,000 per annum
Type:	In-person role
Location:	Clifford Court, Cooper Way, Carlisle, CA3 0JG

What we are looking for

We are looking for an Accounts Assistant with experience in an accountancy practice to join our Carlisle accounts team. You will prepare accounts and VAT Returns, support clients with their queries and help us deliver an accurate, timely and approachable service.

What SeavorChartered can offer you

SeavorChartered is a modern accountancy, tax and business advisory practice. We work with a varied portfolio of clients and believe that excellent client service starts with a supportive, professional and friendly team.

You will work in modern offices with free on-site parking, use modern accounting and practice software, and have opportunities to expand your knowledge and develop your career. We provide training for the preparation of personal Tax Returns if you have not previously undertaken this work.

The role offers a salary of £27,000–£33,000 per annum, depending on experience, together with a company pension and free on-site parking.

The opportunity and role

Working as part of our accounts team, your responsibilities will include:

- Preparing accounts for sole traders and partnerships.
- Preparing and checking client VAT Returns.
- Preparing client personal Tax Returns (training provided where required).
- Responding to client queries and providing practical support.
- Corresponding with HMRC on ad hoc client matters.

Qualifications and experience

- At least two years' experience in an accounts assistant role within an accountancy practice.
- Relevant accounting qualifications, such as part-qualified or qualified AAT.
- Proficiency with Microsoft Office, particularly Excel.
- Strong organisational skills, attention to detail and clear communication.
- A collaborative approach and the ability to work effectively as part of a team.

How to apply

If this sounds like the right next step for you, please submit your CV and covering letter via Indeed or email mail@seavorchartered.co.uk. We thank all applicants for their interest; only applicants selected for interview will be contacted.

Find out more about us at www.seavorchartered.co.uk/about/careers/

Date advertised: 3 November 2026