



RDA
DEVELOP TOGETHER

Accountant
Finance Team
JOB PROFILE

What?

To take our clients on a journey, using our expertise in Research & Development Tax and related services, to help accelerate innovation.

There's breadth & variety of work - every day is different and interesting because our clients are from such diverse industries. We strive to empower individuals to shape their own paths, unlock their potential, and achieve harmonious work-life integration.

Why?

At RDA we help develop a better economy by enhancing our clients' innovation using our unique advisory approach. The RDA approach was born out of our founder's dyslexia, inspiring us to think and act differently.

We're a thought-leader in our market and we build trusted relationships. We strive to improve the working lives of all those we encounter on our journey: our people, our clients, and the customers of RDA clients whose lives are enriched through even greater innovation.

How? (RDA Values)

Knowledge

We have in-depth knowledge and expertise in our field. We know how this translates for each client, and how to position for success with HMRC and other Stakeholders.

Excellence

We deliver a professional process, done in the right way. We hold ourselves to high standards. We put our clients first, communicate well, read the room, and endeavour to always be prepared.

Accountability

We take responsibility for our actions. We own up to our mistakes.

Teamwork

We recognise the need for the whole team to collaborate well internally and with clients, building trust.

About you

As a motivated and detail-oriented part-qualified Accountant you will play a vital part in maintaining the financial health of our company by ensuring the accuracy and integrity of our financial records.

You will have:



- Bachelor's degree in Accounting or a similar qualification.
- Strong analytical and problem-solving skills
- Excellent attention to detail and accuracy
- Proficiency in accounting software particularly SAGE (others maybe QuickBooks, Xero)
- Excellent communication and interpersonal skills
- Excellent IT skills with the ability to use Excel.

Whilst industry knowledge of Tax would be beneficial, this is not essential to succeed in the role. With our support, you will be able to apply your skills, expertise and desire for knowledge to become a specialist in this field.

You will be excited to play a pivotal role in the growth of RDA.

You will...

- Record, collect, analyse, and report on financial data.
- Ensure full compliance with financial laws and regulations
- Analyse financial data to provide feedback that will assist in decision-making.
- Make strategic recommendations regarding specific financial situations.
- Provide Monthly Management Accounts, Debtors/Creditors list, Profit and loss, balance sheet.
- Reconcile accounts weekly
- Invoice Weekly
- Statement Monthly
- Prepare accounts and tax returns
- Vat Submissions
- Debit/Credit Control
- Expenses
- Support with other elements within R & D Tax submissions

Networking and Travel

- Available to attend ad-hoc events related to RDA sponsorship which can take place during the weekend such as motorsport events and motorsport races.
- Attend a variety of member hospitality and networking events such as 'networking in Essex'.