

Job Description – Accounts Advisor

We're Charlton Baker, an award-winning, people-first accountancy and advisory firm with a reputation for doing things differently. From our roots in Devizes to supporting clients across the UK, we believe in real relationships, radical honesty, and giving people the freedom to thrive.

We're looking for an Accounts Advisor to join #TeamCB.

This role is centred on delivering high-quality year-end accounts and tax compliance work for a varied portfolio of clients. You will take ownership of preparing statutory accounts and corporation tax returns for review, working closely with a senior accountant to ensure accuracy and efficiency.

You'll play an important part in maintaining strong client relationships, helping clients understand their numbers and supporting them through key compliance deadlines.

This role is ideal for someone with growing experience in practice who is ready to step up into a more accounts and tax-focused position, with support and development from an experienced team.

You'll be someone who enjoys variety and takes pride in getting things right first time. You'll be confident talking to clients, organised in your work, and keen to learn and grow within your role.

Location: Thatcham, minimum of 3 days per week

Working hours: 37.5 hours per week

Salary band: £30,000-34,000 DOE

Contract length: Permanent

In this role, you'll:

- Prepare year-end accounts for limited companies, partnerships and sole traders, for senior accountant review.
- Draft corporation tax computations and returns for senior accountant review.
- Support colleagues with client onboarding, workflow management and meeting statutory filing deadlines.
- Handle client queries professionally, ensuring information gaps are closed and issues are resolved promptly.
- Undertake occasional bookkeeping or ledger tidy-up work where necessary to facilitate accurate accounts preparation.





Charlton
Baker

- Build positive working relationships with clients, colleagues and the wider team contributing to a collaborative environment.

We're looking for someone who has:

- Experience working in an accountancy practice.
- Practical experience preparing year-end accounts, or a strong foundation with a clear readiness to progress.
- Experience preparing corporation tax returns.
- Experience preparing personal tax returns is highly beneficial.
- Familiarity with cloud accounting software (e.g., Xero, QuickBooks, Dext, Tax Calc, BrightManager).
- AAT Level 4 (or working towards it), or equivalent experience. ACCA students also welcome.

You'll be part of a friendly, ambitious team where you're trusted to do your best work and supported to grow. We offer clear development pathways, flexible working, and a culture built on respect, collaboration, and genuine care - for our clients and each other.

Find out more about us, our culture, and this role on our website.

Ready to apply?

Just send us a CV.

We don't use AI to screen applications - every CV is read by a real person. We'd love to hear your genuine voice, so please make sure your CV is personal to you and tailored to this role.

Accessibility & Inclusion

We know that everyone needs different things to do their best in a recruitment process. We want to give everyone the chance to shine, and we're committed to making our process as inclusive and accessible as possible.

That's why we do a few things as standard, including:

Accountancy redefined





Charlton
Baker

- Sharing interview questions in advance so you can prepare your thoughts.
- Being clear about what to expect and what we're looking for at each stage of the process.
- Offering a choice between video and in-person interviews.

If there's anything else that would help you show us your best self, just let us know. We'll always do our best to accommodate what works for you.

