

## **Job Description**

**Job Title:**

Qualified Senior (ACCA or ACA)

**Grade:** S2

**Department:** Business Support

**Reports to:**

Partners

Line responsibility: Director/managers

**Based:** London Based

**Contractual Hours:** Standard 9:30am to 5:30 pm

**General Summary:**

The Business Support department provides outsourced accounting services to the firm's clients. The department is continuing to expand and delivers online interactive accounting software services for its clients. This is an exciting time for our firm and demonstrates our commitment to making the best use of technology to deliver high quality and cost effective services to our clients.

We are looking for a bright individual to join our tight knit team. You will demonstrate an interest and experience in technology, have strong communication and inter personal skills, combined with the ability to analyse and interpret data for our clients.

You will have at least 3 years of experience in public practice delivering outsourced services to clients. You will have taken a lead role on the clients assigned to you in your previous role. You will have some experience of delegating to and reviewing the work of others.

Your role will entail professional day to day accounting work for a variety of clients, applying principles of accounting. You will be responsible for the preparation of monthly/quarterly management accounts and VAT returns for clients using a suite of software services. You will also assist with the preparation of annual financial statements. We will be reporting key performance indicators and variances for our clients and providing them with relevant advisory services. Our services extend far beyond that of book keepers.

You will initially assist other people within the team on their clients and then you will take on responsibility for a portfolio of clients under the supervision and direction of managers, our director and partners. Your portfolio will be made up of existing clients and new clients (as we are in a period of continued growth).

In the longer term, there is scope within the role for you to gain experience of marketing our services to our clients and potential clients. There is also scope for you to progress in time to a more senior role, should you demonstrate the requisite skills.

You will travel to client's premises where necessary.

### **Worked Based Competencies**

- You will have strong business focus and awareness of current affairs
- An interest in and a proven aptitude for using technology
- Strong communication skills – verbal and written
- Strong inter personal skills
- An ability to analyse and interpret data
- Attention to detail and strong organisational skills
- An ability to work as part of a team
- An ability to delegate work to juniors and to supervise that work
- An ability to self-review your work, prior to submitting it for manager review
- An ability to work to and meet deadlines
- A proven track record of taking ownership and responsibility for the delivery of services to clients assigned to you
- An awareness of developments concerning client affairs and the ability to identify opportunities to provide additional services
- Financial management of costs and budgets on client work
- You will need to be client facing
- Good knowledge of VAT
- Strong UK GAAP knowledge
- An awareness of laws and regulations that apply to the accounting function required to ensure compliance
- Proficient in using Excel, Word, Microsoft Outlook and Sage
- Experience of online accounting packages, in particular Xero is essential
- Experience of Caseware Accounts Production Software would be advantageous