

ACCOUNTS MANAGER - HOLSWORTHY

Purpose

Based at the firm's Holsworthy office, you will have responsibility for a mixed portfolio, covering agricultural clients through to property, retail and manufacturing businesses, both unincorporated and limited, providing all round accounting services and advice.

You will either be the main liaison for your clients or, for larger assignments, be the second contact in addition to the engagement partner. You will deal with the delivery of ad hoc services throughout the year as well as annual compliance. Therefore, the ability to form relationships with clients and demonstrate knowledge and understanding beyond annual accounts is important.

In addition to the management of your portfolio, you will be required to undertake some preparation of accounts for partnerships, sole traders and small limited companies, along with the associated tax returns.

Location

Holsworthy (with some travel)

Responsibilities

- Take responsibility of a mixed-industry portfolio, providing all round accounting services and advice and taking some client meetings.
- Deal with day-to-day client matters and liaise with a partner on general issues and specific one-off projects.
- Manage the portfolio to ensure all deadlines are met including organising and overseeing the administration of billing and workflow.
- Assist with the day to day running of the department; mentor and train more junior members of the team; manage the overall workloads of the department.
- Prepare and review year end accounts and resulting income tax or corporation tax returns.
- Market the firm and help to bring in new clients as well as promoting added value services provided by the firm.

Person Specification

- ACA/ ACCA part or fully qualified (or equivalent).
- Practice experience.
- Working knowledge of personal and corporate tax.
- Able to demonstrate competencies in client facing, business development ability and aptitude to progress in the firm.
- Able to act as a lead for colleagues.