**JOB VACANCY**

harwoodhutton
accountants
www.harwoodhutton.co.uk

March 2019

# Position: Client Relationship Manager
# Location: Beaconsfield

Salary: Competitive
Benefits: Private medical and travel insurance; life assurance; AA breakdown cover

Harwood Hutton is a leading firm of Chartered Accountants based primarily in Beaconsfield. Along with our satellite office in London, we serve a range of mainly SME clients based in the Thames Valley, London and the Home Counties. We offer the full range of audit and accountancy services, with additional strengths in forensics and corporate finance, and with a strong specialist tax team we offer bespoke solutions to clients with complex and diverse needs.

With an increasingly youthful leadership team in the audit and accounts department, we are looking for the right people to drive the firm forward. Harwood Hutton is recognised as a great place to work, with a positive atmosphere and supportive working environment. We hold regular social and sporting events and encourage our team members to form lifelong friendships.

We are looking for a Client Relationship Manager to supervise a portfolio of mainly corporate clients for one or more of our directors.

*In this role, you will:*

- Manage members of the audit and accounts team as they prepare and, where applicable, audit statutory accounts and corporation tax returns. In doing so, you will focus on:
    - **Quality control:** the application of the relevant reporting standards, tax law and auditing standards
    - **Efficiency:** so work is performed in a cost-effective manner and within internal and external deadlines
    - **Support:** of staff members to allow them to resolve technical and other questions; and of the client so they receive premium service

    - **Communication:** with team members, the director and the client, so requirements and timeframes are universally understood
- Oversee the preparation of VAT returns and management accounts by the outsourced bookkeeping department
- Alongside the director, manage the relationship with the client, focusing on their needs and dealing with queries and requests as they arise
- Liaise with other managers and directors to ensure the smooth flow of work
- Regularly report to directors on the workflow, work in progress, forthcoming deadlines and job costs
- Co-ordinate with other specialists in the firm to assist with specific projects as applicable and provide joined-up solutions for clients
- Ensure regular and constructive feedback is given to audit and accounts team members, and assist in the assessment of their development and training needs

*Our ideal candidate for this role will:*

- Be ACCA / ACA / ICAS qualified and have up-to-date CPD
- Have a minimum of four years of post-qualification experience in practice, including the preparation and audit of statutory accounts under new UK GAAP
- Be familiar with specialist assurance engagements such as charities and client money engagements (such as SRA reports)
- Be comfortable reviewing corporation tax and VAT returns, and be familiar with other aspects of the UK corporate tax code including P11Ds, PSAs, ATED, EMI reporting
- Be conversant with the suite of CCH accounts, audit and tax software
- Have experience of using Sage, Xero, Quickbooks softwares
- Have excellent written and verbal communication skills
- Have proven analytical skills and attention to detail
- Be comfortable managing multiple competing engagements, workflows and timeframes, and working under pressure to meet deadlines

We are keen to encourage entrepreneurial spirit among our managers, and we recognise they are our future. We encourage our managers to get involved in business development and marketing work. If you notice a service we could be offering but are not, a process that could be improved, a technical deficit, or software that could be better used, then you can pitch this to the relevant director and take the lead in designing and implementing a solution.

**To apply for this role, please contact Andrew Parry by e-mail (andrewparry@harwoodhutton.co.uk), attaching your CV and covering letter.**