

JOB VACANCY

Autumn 2020

harwoodhutton
accountants
www.harwoodhutton.co.uk

Position: **Outsourced Accounting Manager**

Location: **Beaconsfield**

Salary: **Competitive**

Benefits: **Private medical insurance, travel insurance; life assurance; AA breakdown cover**

Harwood Hutton is a leading firm of Chartered Accountants headquartered in Beaconsfield. 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 a full range of audit and accountancy services, with additional strengths in forensics and corporate finance. Our specialist tax team offers bespoke solutions to clients with complex and diverse needs.

With an increasingly youthful leadership team in the outsourced accounting department, we are seeking the right people to progress and drive the firm forward.

We are looking for an **Outsourced Accounting Manager** to supervise a team of six to eight management accountants with a client base of approximately 200 and growing. The role will require supervising and developing the department, dealing with technical accounting and VAT issues, reviewing VAT returns, management accounts and other reports prepared for clients and recommending and implementing best accounting practices for efficient and accurate processing of information to required deadlines.

You will need excellent people skills and will relish the challenge of making best use of information technology advances to refine the department's practices. You will also be keen to enhance the department's reputation and client base through steady growth. In this role, you will:

- Manage members of the outsourced accounting team as they prepare VAT returns, management accounts and cashflow forecasts, focussing on:
 - *Quality control* - the application of the relevant reporting standards and VAT regulations
 - *Efficiency* - so work is performed in a timely and cost-effective manner

- *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 that requirements and timeframes are universally understood
- Oversee the department work schedule to ensure work is allocated appropriately across the team
- Ensure work is completed in line with internal and external deadlines
- Liaise with other managers and directors to ensure the smooth flow of work
- 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 team members, and assist in the assessment of their development and training needs.

Our ideal candidate for this role will:

- Be ACCA, ACA or CIMA-qualified and have up-to-date CPD
- Have 3+ years of post-qualification experience in practice, including technical understanding of VAT, management accounting and bookkeeping requirements
- 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 foster entrepreneurial spirit among our managers, recognising that 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, you can pitch this to the relevant director and take the lead in designing and implementing a solution.

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 friendships flourish among our team members. We look forward to hearing from you!

Please send your CV and a covering note to Jo Phillips at

JoPhillips@harwoodhutton.co.uk

Please write 'Outsourced Accounting Manager' in the subject field.