JOB VACANCY

harwoodhutton
accountants
www.harwoodhutton.co.uk

Position:

Management Accountant (experienced)

Location: **Beaconsfield**

Harwood Hutton is a multi-disciplined firm of chartered accountants, tax advisors, and business specialists who are experts in growth. Whether in business or private life, we are here to help people achieve their vision of success.

We are looking for the right person to join our growing outsourced accounting team on a permanent full-time basis working Monday to Friday. The role is mainly office-based but there could be occasions when travel may be required to client's premises.

The successful applicant will have primary responsibility for maintaining the client's accounting records and providing other services, such as preparing VAT returns and management accounts, for a range of clients including sole traders, limited companies and partnerships from a wide range of industries and varying in size.

The successful applicant is able to:

- Undertake efficient and accurate bookkeeping in respect of client's accounting records.
- Prepare client's VAT returns with a high level of technical understanding and ensure deadlines are met.
- Prepare client's management accounts including relating working papers to a high degree of accuracy with a view meeting monthly/quarterly deadlines.
- Respond to ad hoc client request in respect of their accounting records.
- Build solid and trusting relationships with clients and staff.

The successful applicants will need:

- Self-discipline to work efficiently toward meeting VAT return submission and Management Accounts reporting deadlines - essential
- Sound experience of bookkeeping and preparation of VAT Returns - essential
- A good knowledge of VAT including post Brexit changes - essential
- Management Accounts experience – essential
- Good effective communication skills - essential
- Experience of Xero Cloud Accounting Software - preferred

Please send your CV and a covering note to Jo Phillips at JoPhillips@harwoodhutton.co.uk
Please write 'Management accountant' in the subject field.