

Howard & Co Chartered Accountants

Senior Accountant – Client Manager

Howard & Co are a well-established firm of Chartered Accountants. Our aim is to assist business of all sizes and ensure our clients receive excellent service.

We are a friendly, hardworking team and we are keen to recruit to the best candidates to join the Howard & Co family.

We are now recruiting for a Senior Accountant – Client Manager, to join our team. The successful candidate will be expected to take responsibility for a portfolio of accounting clients.

The Role

- preparing statutory accounts for limited companies and corporate tax computations.
- being responsible for supervising junior staff, assisting in their training and development as required.
- Managing a portfolio of Clients.
- Preparation of accounts for sole-traders, partnerships, charities.
- Preparation & Submission of Individual Tax Returns, Company Tax Returns & Vat Returns.
- Management Accounts on a monthly/quarterly basis as required.
- Able to assist in audit assignments.
- Dealing with HMRC for any Income Tax/Corp Tax/VAT / PAYE & NI enquiries/issues and investigations.
- Providing Tax Advice to clients ad-hoc.
- Ad-hoc projects as required.
- Knowledge of payroll, PAYE and auto-enrolment.

Person Specification / Experience

- Part qualified ACCA, ACA, or qualified by experience.
- Experience within a professional accounting environment.
- Able to effectively manage and support colleagues.
- Excellent client service to all prospective and existing clients
- Organised and experienced with planning of workload, prioritising deadlines and delegating work accordingly to other members of your team.
- Experience with Microsoft Office/Word/Excel/SAGE
- Experience with cloud accounting software Xero, Quickbooks etc.
- Experience with Digita accounts software would be an advantage.
- Full Driving Licence

The Benefits

- Salary dependent on experience.
- 3 % Employer Contribution Pension Scheme.
- Full Time - Permanent
- Flexible Working will be considered.
- Introductory Commission Scheme (financial reward if you refer a new client).
- Employee Referral Scheme (financial reward if you refer new Howard & Co colleague).
- Free parking
- Supportive working environment, family focussed team.

Register your interest by forwarding your **CV to helen.hargraves@howardca.co.uk**, always in complete confidence.