

Date posted: August 2020
Job Title: Assistant manager
Reporting to: Senior manager & Partners
Hours of work: Full time
Location: Billericay, Essex



About Us

Mudd Partners LLP is a firm of Chartered Accountants and Business Advisers providing a full range of accounting and business advisory services to a diverse range of corporates, owner managed businesses and private clients across the South East of England. We are a single location practice based in Billericay, Essex with six partners and approximately 25 staff.

During this recent period of social lockdown, the practice has successfully operated remotely, from home, due to the excellent remote working and communication systems previously adopted. Practice software includes Office 365; the full suite of Iris accounting products for preparation, job tracking and e-filing; an integrated document management system called Virtual Cabinet; and a fully accessible resource library supplied by Mercia and Tolley.

Job description

We seek an experienced accountant who will relish a mixed role for both business and personal clients. The position is becoming vacant due to a retiring member of our team.

The ideal candidate will enjoy the variety of preparing company accounts, company tax returns and personal tax returns for small to medium sized owner managed businesses.

A personable manner is essential as you will be encouraged to build client relationships.

Your skill set will support existing management and partners, ultimately allowing them more time and resource to continue growing the practice.

This is a client focused role so five years' experience in general practice is essential.

Main Duties

Business accounts team

- ✓ Work within a team of like-minded professionals
- ✓ Prepare and finalise a wide range of accounts and tax computations – Mostly Limited companies but including sole traders, partnerships and LLP's
- ✓ Assist with management accounting, including off site visits when required

Client portfolio

- ✓ You will be encouraged to build upon existing client relationships
- ✓ Be responsible for a varied client portfolio including finalising accounts and attending to general incoming queries
- ✓ Deliver management accounting services to include forecasting and budgeting
- ✓ Be able to lead ad-hoc client projects with support from management
- ✓ Be proficient at drafting personal and corporation tax returns
- ✓ Liaise with HMRC on behalf of clients

Skills and Experience

- ✓ Hold or soon to hold an ACA or ACCA qualification
- ✓ To have five years' experience of working in general practice
- ✓ Advanced software skills are a must – Microsoft office and leading bookkeeping software
- ✓ Ideally, to be proficient in the use of IRIS accountancy suite but not essential

Remuneration package and continued development

- ✓ Competitive salary, subject to relevant skills and experience
- ✓ Flexible working arrangements are available
- ✓ Structured CPD courses will be provided
- ✓ Continue to develop advanced software skills
- ✓ Future Management and Partnership prospects are genuinely available for a candidate with such aspirations

To Apply

To be considered for this role, please send your CV to Mark Wright (email markwright@mudd.co.uk)

We welcome like minded and talented individuals so if you do not currently meet the above criteria but feel that you can add value to our business in other areas then we would be pleased to receive your CV with an explanation to that effect.