

Date posted: July 2019
Job Title: Assistant manager
Reporting to: Senior manager & three 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.

Job description

We seek a forward thinking accountant to compliment our team of excellent professionals and growing pipeline of new business.

A personable manner is essential for this client facing role, as is diligence and bundles of enthusiasm.

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

Reviewing and finalising will be the primary mainstay of this role.

Main Duties

Business accounts team

- ✓ Work within an existing team of eight like-minded professionals of varying degrees of experience.
- ✓ Review and finalise a wide range of accounts and tax computations - Mostly Limited companies but including sole traders, partnerships and LLP's
- ✓ Consider tax planning opportunities for our tax team.
- ✓ Regular management accounting, including off site visits when required.
- ✓ Assess, improve or redesign bookkeeping systems for new clients.
- ✓ Assistance with ad-hoc assignments such as business valuations or due diligence work.

Client portfolio

- ✓ Build upon client relationships with a view to being their primary point of contact.
- ✓ Manage a varied client portfolio (T/O up to £20 million) including finalising accounts and dealing with 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.
- ✓ Experienced at assessing and advising on client systems.
- ✓ 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.
- ✓ Structured CPD courses for qualified staff.
- ✓ 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.