

Date posted: April 2018
Job Title: Team leader and accounts manager
Reporting to: Two Partners
Hours of work: Full time
Location: Billericay, Essex



CHARTERED
ACCOUNTANTS



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 an open minded, forward thinking accountant to lead a team of excellent professionals to compliment both modern and traditional service offerings whilst also developing client relationships via new practice initiatives.

A personable manner is essential for both team leadership and client facing roles, as is diligence and bundles of enthusiasm!

Ultimately, your skill set will allow existing partners to focus on further expanding our growing practice.

Short to medium term Partnership prospects are genuinely available for a candidate with such aspirations.

Main Duties

Team leadership

- ✓ Leading a tight knit team of up to seven like-minded professionals of varying degrees of experience.
- ✓ Manage work flow, budgets and identify training requirements.
- ✓ Review a wide range of accounts - Limited, sole trader, partnership, LLP's etc.

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 £10 million) including finalising accounts and dealing with general incoming queries.
- ✓ Deliver a management accounts service to clients to include forecasting and budgeting.
- ✓ Be able to lead ad-hoc client projects.
- ✓ Be proficient at drafting personal and corporation tax returns.
- ✓ Liaise with HMRC on behalf of clients.

Practice development

- ✓ Continue to develop existing software systems including - Iris, Sage, Xero, Quickbooks, Freeagent, Kashflow.
- ✓ Oversee the on-boarding of clients to appropriate accounting software.
- ✓ Deliver a variety of training sessions to staff and clients alike.
- ✓ Identify cross selling and marketing opportunities.
- ✓ Attend networking and promotional events.

Skills and Experience

- ✓ Hold or soon to hold an ACA or ACCA qualification.
- ✓ To have three years' experience of working in general practice.
- ✓ Able to lead a varied and dynamic team of professionals.
- ✓ To be highly competent in Microsoft Office - particularly Excel.
- ✓ Ideally, to be proficient in the use of IRIS accountancy suite but not essential.

Remuneration package and benefits

- ✓ Competitive salary, subject to relevant skills and experience.
- ✓ Structured CPD courses.

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.