

## ACCOUNTS MANAGER

The role of Accounts Manager is based in our Birmingham office. The Accounts Manager will report to the Audit & Accounts Senior Manager.

### The manager will have the following skills and qualities:-

- qualified accountant by official qualification or experience
- self motivated, efficient and hard working
- experience in managing teams
- pay attention to detail
- able to keep up-to-date with audit and accounting legislation and attend courses
- have knowledge of accounting and audit rules
- ideally, though not essentially, have experience using IRIS
- meticulous in maintaining records
- have good communication skills
- able to interact positively with staff at all levels
- confidential
- punctual
- able to take responsibility
- able to deal with deadlines
- articulate

### The role will involve dealing with the following work:-

- plan accounts jobs on the central planner ensuring the most efficient use of resources
- oversee the successful completion of accounts jobs ensuring team members are assisted and supported where the need arises
- review all completed jobs as required. Provide feedback to team members as appropriate
- liaise with Directors to ensure the completion of jobs is accurate and timely
- ensure all reports, accounts and corporation tax documents are filed to the relevant authority by the due date
- maintain effective communication with all interested parties on each job continually monitor the progress of all jobs and adapt the original plan as required.



### **Additional responsibilities:-**

- carry out the management function by taking responsibility for all accounts staff
- ensure appraisals and quarterly 1-2-1s are completed effectively and in a timely manner
- attend marketing/networking events and business developments activities as requested by the Directors
- ensure all staff in the team receive the required level of on-the-job training for them to carry out the tasks being asked of them
- any other reasonable tasks as requested by a Director.

*The above job description is a guide to the work required to be undertaken but does not form part of a contract of employment and may change from time to time to reflect changing circumstances.*

### **Benefits package:-**

- Annual salary – £to be discussed at interview
- Flexi-time available
- Auto enrolment pension scheme
- 28 days annual leave including statutory days per holiday year – based on FTE
- The option to 'purchase' a further 10 days' annual leave – based on FTE

