

## **Accounts Manager**

**Full-time, Permanent Position – 37 hours per week**

**Location: Mucklow Office Park, Mucklow Hill, Halesowen**

Are you a proactive, hardworking and confident person, with a keen interest in accountancy and business? Would you like to work for an established, forward thinking and growing firm of accountants, who will encourage and support your personal development and training and give you the opportunity for career progression? If so, then we are looking to recruit talented individuals to join our team.

### **The job will involve:**

- Manage workflow through the accounts department
- Maintain client contact ensuring exceptional levels of service at all times
- Ensure timely completion of work and achieve deadlines
- Review of work completed by allocated team members
- Prepare budgets and fee quotations for client engagements
- Billing and management of WIP
- Liaise with staff, Managers, Directors and other departments within the business
- Ensure accounting standard guidelines are followed and complied with
- Prepare and complete accounts and financial statements, corporate tax computations and process client records as required
- Manage team performance and team personnel issues
- Assist in the development and implementation of new procedures to enhance workflow of the department
- Manage and monitor departmental work to ensure proper allocation and effective use of resources
- Admin and other ad hoc tasks as required

### **Skills, Knowledge and Qualifications required:**

- Qualified (ACA/ACCA) or Qualified by Experience (QBE) with substantial experience in a similar role.
- Strong technical knowledge and experience in accountancy (required) and audit (desirable) within a practice environment.
- Excellent leadership and team management skills.
- Proven ability to manage client relationships and deliver high levels of client satisfaction.
- Strong communication and interpersonal skills.
- Ability to work under pressure, prioritising tasks effectively to meet deadlines.
- A commercial mindset and enthusiasm to support business growth.
- An entrepreneurial, can-do attitude to identifying and pursuing new business opportunities.

### **Staff Benefits:**

- Part of the Sumer Group
- Flexible working hours
- Fully supported study support
- Clear progression pathways and opportunities
- Free onsite parking
- Competitive salary and holidays
- Fantastic working environment
- Social and charity events
- Dress down Friday
- Full training provided
- Complimentary mortgage and pension advice

