

Senior Associate

BUSINESS SOLUTIONS

Hazlewoods Business Solutions team provide a range of accounting services from bookkeeping through to year end compliance and tax advice for businesses across a broad industry sector.

Based in Cheltenham, consisting of 40 professional staff, the team works with businesses across the UK to prepare financial statements, corporation tax returns, personal tax returns, management accounts, VAT returns and other services.

The services we provide for our clients range from year end statutory filings, through to a fully outsourced finance function.

Due to successful growth, the team are now looking to recruit an experienced Senior Associate. You will be allocated a portfolio of clients (mostly corporate) and will help provide an exceptional service to those clients. Whilst some of the team provide bookkeeping support, this will not be a large element of your role, as the bookkeeping side of things is dealt with externally.

There are ample and varied opportunities to develop your knowledge, build relationships and develop management skills, leading to career progression should you wish.

It's an exciting time to join our growing team in **Cheltenham**.

The right person will:

- Manage their own client portfolio. Build and maintain good relationships with those clients, becoming the first point of contact for most issues that arise.
- Prepare, review and finalise statutory limited company accounts and corporate returns. With some experience of preparing limited liability partnerships, partnership, sole trade accounts, including business tax computations.
- Prepare, review and finalise charity accounts and independent examiners report.
- Liaise closely with our internal tax team and be able to deal with tax computations and tax issues.
- Supervise, motivate and coach members of the team, including involvement in training and appraisals.
- Help create a vibrant working environment, where individual talent can thrive, within a dynamic team framework, where everyone works towards a common goal.
- Review and appraise internal working practices, identifying areas where efficiency improvements can be made.

You will thrive in this role if:

- Are ACA/ACCA qualified with experience of both Corporate and Non-Corporate clients.
- Experience of managing your client portfolio in an accountancy practice
- Good working knowledge of Excel
- Are up to date with technical knowledge and developments in the accountancy profession.
- Are able to monitor and adhere to deadlines, ensuring client work is completed in line with client expectations.
- Are positive, organised and enjoy juggling multiple tasks.