



We are Recruiting!

Full-time ACA/ACCA Accountant

About Us

Surrey Hills Accountancy is a fast-growing accountancy firm offering comprehensive accounting and tax services to local businesses. We are seeking a full-time qualified ACA/ACCA accountant to join our team and bring fresh insights and skills to our practice. The ideal candidate will have experience with undertaking and/or overseeing client work and developing new business opportunities along with managing, supporting and training staff internally.

Job Description

As a qualified ACA/ACCA accountant, you will work on a variety of accounting and tax-related tasks, supporting clients in managing their financial records, ensuring compliance and offering advisory services, whilst overseeing tasks completed by junior members of the team.

Key Responsibilities

- Client relationship management across the board in addition to consistently running a varied portfolio of clients, including dealing with the preparation of annual accounts and tax computation, ensuring all work is completed in a timely manner.
- Prepare management accounts with commentary for clients, accurately and on time.
- Mentor and support junior staff in their professional development, including reviewing their work for your client portfolio, such as bookkeeping, VAT returns and management accounts.
- Work closely with clients and providing them with financial advice to ensure that they are running their businesses efficiently and profitably day-to-day. Communicate with clients to understand their needs and answer questions in addition to collaborating with stakeholders.
- Proactively arrange/oversee pre year-end client meetings.
- Ensure that client accounting records are maintained accurately throughout the year and be able to provide management figures as required.
- Speak confidently with clients about software options relevant to their needs and promote our partnership products eg Xero, Dext and Pleo.
- Understand and adhere to our internal procedures.
- Liaise with HMRC on behalf of clients where necessary.
- Promote and ensure best accountancy practice is followed for all compliance matters.
- Proficiently use accounting software tools such as Xero, Dext and Bright Manager to manage client accounts and financial records.



Qualifications/Skills

- ACA or ACCA qualification.
- Prior working in practice.
- Knowledge of accounting principles and tax regulations.
- Experience with accounting software Xero, Dext and Bright Manager is preferred but not essential.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both written and verbal.
- Ability to work independently and within a team.
- High level of professionalism and confidentiality.
- Time management and organisation.

What We Offer

- Competitive salary based on experience.
- Hybrid working options.
- Opportunities for professional development and training.
- A fun and friendly team environment, with a beautiful office location in the heart of the Surrey Hills.
- Salary sacrifice pension scheme where the company contributes 4%.
- Private medical insurance.
- Life assurance.
- Healthcare cash plan.
- 25 days holiday.

How to Apply

To apply, please send your CV and a covering letter outlining your relevant experience to hello@surreyhillsaccountancy.co.uk