SURREY HILLS ACCOUNTANCY

Accounting Manager

Statutory & Compliance | Qualified Accountant (ACA / ACCA)

Location	Chilworth, Surrey (hybrid: 3 days in the office, 2 from home)
Hours	Full time, permanent
Reports to	Ben Withinshaw, Director
Team	Statutory & Compliance
Experience	Qualified with around 3-5 years' post-qualification experience

ABOUT SHA

Surrey Hills Accountancy provides outsourced finance director and finance team services to growing businesses, from bookkeeping and payroll through to statutory accounts, tax compliance and FD-level advice. We are a close-knit, Xero-led practice working with our sister company Surrey Hills Tax on specialist tax work. We are organised into two teams: Statutory & Compliance, and Commercial Outsourced Finance.

THE ROLE

This is a senior, client-facing role in our Statutory & Compliance team. You will take ownership of an established portfolio of clients, run their year-end and compliance cycle end to end, and be their main point of contact. You will also work with the director and senior managers on new business, helping turn enquiries into well-scoped, well-priced engagements.

It is a role with a clear path: we want someone who can grow into a Senior Accounting Manager position as the practice develops.

KEY RESPONSIBILITIES

Client portfolio

- Take over and own an established portfolio of statutory and compliance clients, building strong working relationships from day one and getting to know each client's business.
- Plan and manage the annual compliance cycle for each client, agreeing timetables and information requests early so deadlines are met without a last-minute rush.
- Prepare and review statutory accounts under FRS 102 and FRS 105, and corporation tax computations and returns (CT600), making sure work meets our quality standards before it goes to the client.
- Oversee VAT returns, Companies House filings and other compliance deadlines across the portfolio, making sure nothing is missed.
- Present year-end accounts and tax positions to clients, explaining the numbers clearly and raising points that need action, such as tax planning, cash flow or the structure of their business.
- Act as the main point of contact for your clients, handling technical queries and spotting opportunities to add value or extend our services.
- Manage the workflow, budgets and recoverability of your portfolio, including monitoring time against fees, flagging scope creep and making sure work is billed promptly.

New business

- Work with the director and senior managers on new client enquiries, leading discovery calls to understand the prospect's business, current setup and what they need from us.
- Scope engagements accurately, identifying the services required (accounts, tax, VAT, payroll, bookkeeping) and any complexity or risk that should be reflected in the fee.
- Prepare fee proposals and engagement letters for senior team review, making sure the scope is clear and the work is priced to be recoverable.
- Work with the office team on client onboarding, reviewing AML and client due diligence findings and raising anything that needs escalating to the MLRO.
- Oversee the technical handover from previous accountants, including professional clearance and obtaining prior-year records and working papers.
- Set new clients up for a smooth first year: agreeing deadlines, information requests and how we'll work together, so the relationship starts well.
- Spot opportunities to extend the services we provide to existing clients, and refer specialist tax matters to Surrey Hills Tax.

Team and quality

- Review work prepared by bookkeepers and junior team members, giving clear feedback.
- Supervise and develop team members working on your portfolio.
- Work closely with Surrey Hills Tax on specialist matters.
- Contribute to practice processes, including our move to Karbon practice management in 2027.

ABOUT YOU

Essential

- ACA or ACCA qualified, with around 3-5 years' post-qualification experience.
- A UK practice background, with strong statutory accounts and corporation tax experience.
- Confident reviewing other people's work and managing your own client portfolio.
- Strong Xero skills.
- Excellent communication, comfortable leading client conversations without a director in the room.

Desirable

- Experience of supporting new business: proposals, pricing or onboarding.
- Experience of supervising or mentoring junior staff.
- Exposure to owner-managed and growing businesses, including SaaS and technology companies.
- Familiarity with Karbon or a similar practice management system.

WHAT WE OFFER

- A competitive salary, reviewed annually.
- Hybrid working: 3 days a week in our Chilworth office, 2 from home.
- A clear path towards Senior Accounting Manager.
- Support for ongoing CPD.
- 4% employer pension, PMI, Health cashplan, life assurance, 25 days’ holiday entitlement.

HOW TO APPLY

Please send your CV and a short covering letter to hello@sha.uk