

JOB DESCRIPTION

Job title	Assistant Manager (Accounts)
Location	Cambridge, Cambridgeshire
Department	Accounts (Audit and Accounts)
Line manager job title	Partner

Overview

As an Assistant Manager, you are responsible for the completion of accounting and tax assignments both in and outside of the office, in accordance with PEM's technical standards and procedures. Also responsible to the manager for those jobs under their control.

General accounting, tax and business advisory role. Work will be detailed, and you may provide a supervisory role to students in respect of other client work. Working with a varied client base.

Key accountabilities

- Completion of accounts preparation for manager review with summary of outstanding issues
- Preparation of corporation tax returns and computations
- Preparation of tax computations for partnerships and sole traders
- Review of accounts and tax work prepared by junior members of the team.
- Appraising managers/partners of progress and problems during assignments you are undertaking and/or supervising and promptly reporting and explaining variances from budget.
- Working with the managers to devise business, remuneration and tax strategies for their clients
- Building and maintaining strong business relationships with new and existing clients.
- Strong business awareness, sound reporting skills and ability to work under own initiative.
- Assisting with day to day correspondence and queries from clients where appropriate.
- Working, supervising, and liaising with other members of the team, and the wider firm as necessary to provide high-quality client service.
- Training and supporting junior members of the team.
- Identify opportunities and assist managers/partners in successfully marketing PEM by highlighting additional services to existing clients and introducing new clients to the firm.
- Ensure the firm's quality assurance procedures are maintained and that client care is exemplary at all times.

Person specification

- Experience of working with owner managed businesses and clients of varying size;
- A professional accounting qualification or those who are soon to be qualified (ACA or ACCA);
- Good working knowledge of accounting software;
- Maintains and promotes high professional standards of conduct;
- Positive approach to problem solving;
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation;
- Proficient attention to detail to ensure accuracy;
- Ability to balance multiple priorities and deliver to strict timelines.