

Fairhurst is an independent practice of chartered accountants and tax advisers based in Wigan, Lancashire. Our professional excellence and commitment to our clients has firmly established Fairhurst as one of the leading independent practices in the Northwest. We have successfully acted for many owner-managed businesses for over 80 years as accountants, auditors, tax specialists, payroll bureau and trusted advisors, our clients ranging from SME's to large international groups and listed entities.

Job description: We have an exciting opportunity for an **Assistant Accounts Manager**.

Based at our Wigan office and working as part of our Accounts team to provide support to the Accounts Managers. You'll be someone who is both comfortable working proactively and managing your own tasks, as well as confident collaborating with others and communicating regularly with clients, senior managers, directors, and partners to help businesses effectively. You'll be encouraged to identify and draw attention to opportunities for enhancing our services.

This opportunity is for a full-time position, working 37.5 hours per week over 5 days on a permanent basis. We offer a flexible working week between the hours of 8am and 6pm.

Key responsibilities will include:

- To manage on a variety of accounts from planning to completion and to supervise junior members of staff.
- Organise client meetings including agendas and memos
- Assist in planning and work schedules to optimise yearends, interims, IR forms and statutory deadlines
- Effective management of both individual and staff time management
- Organise and lead Team Meetings
- Assist in management and overseeing of client books in / out
- Identify complex accounting matters, dealing with them where appropriate and referring them on to your director when necessary
- Account files and reviews
- Accounts preparation work on complex clients
- Prepare statutory accounts under FRS 101, FRS 102 and SORP 102
- Corporate and personal tax compliance work and where appropriate, tax planning
- Liaise with clients ensuring a timely delivery of services and manage the relationship in a professional manner
- Handling any client queries
- External letters to clients, HMRC and statutory bodies
- Use of Excel spreadsheets to present and analyse key information
- Ensure client files are organised and up to date with new information and key changes
- Appropriate communication feedback with staff, managers and partners
- Actively promote Fairhurst services to existing and new clients to enhance service offering
- Maintain positive relationship with clients, potential clients, introducers, and key stakeholders
- Regular attendance to business seminars, local events, press coverage, social gatherings and professional marketing opportunities
- Encourage a positive office culture and good team morale
- All other account related tasks and any other ad-hoc duties as instructed by the line manager

Responsibilities to focus on performance:

- Chargeable / non-chargeable hours
- Charge out rates
- Fees including efficient billing
- Recoveries
- Monitoring WIP and job completion

The current workload is predominantly accounts-based, but may be required to support Audit during busy periods.

Key skills & experience:

- Minimum 12 months post ACA/ACCA qualification
- Qualified by experience would also be considered
- 1+ years' accounts experience within a similar role
- Tax compliance experience preferred but not necessary
- Cloud based software is used regularly at Fairhurst so knowledge of Xero and Sage would be beneficial
- Excellent attention to detail
- Microsoft Word and Excel skills
- Proactive approach
- Must be able to think clearly, deliver quickly and accurately
- Persistent, resourceful, self-motivated and be able to work to deadlines
- Ability to build effective working relationships, both internal and external