



JOB DESCRIPTION

Job Title:	Accounts Senior
Reports to:	Partners & Directors
Objective:	To ensure that work under their control is carried out accurately, in accordance with the firm's standards and procedures, to the client's satisfaction.
Location:	Leeds or York
Working hours:	37.5 per week, worked between Monday to Friday

Key Duties and Responsibilities:

- Manage workflow within the team and work closely with the client's internal finance team.
- Dealing with a varied client portfolio (T/O up to £12 million) including OMBs, in ecommerce, manufacturing and construction industry.
- Ensuring advice to clients is accurate, appropriate, and clear.
- Enthusiasm and some knowledge of the online accounting app marketplace, including Xero/QBO integrations to assist the finance function.
- Supervise staff at varying levels of qualification and experience to ensure jobs are completed to a high standard of accuracy and client care.
- Manage your own time and that of others to meet deadlines and deliver an effective service to clients.
- Plan assignments effectively, ensuring adequate resources are allocated and that staff are briefed on the requirements of each job.
- Ensure that the expectations of clients are managed and met or exceeded.
- Communicate effectively with clients and influence matters at client meetings, working to understand the needs of the client and the business environment in which they operate.
- Involvement in the preparation and review of management accounts, VAT returns, statutory accounts and cashflows and budgets
- Key contact for clients including invoicing and billing responsibility
- Contributing to the drafting of proposals and onboarding of clients
- Leading on Xero conversions, finance function reviews and digital healthchecks for clients

Person Specification:

- ACA/ ACCA/CIMA qualified.
- Experience of preparing management accounts (to include forecasting and budgeting)
- Effective communication skills, both written and in person, with experience of attending and contributing to client meetings.
- Evidence of a commitment to own continuous professional development and ensuring technical knowledge is current and relevant.

- Good IT skills, including experience of using different accounting packages or systems (ideally Xero/Cloud Accounting software) and Microsoft Word, Excel and Outlook.
- Accurate, methodical, and organised
- Smart and personable

Information about the Digital Finance Team:

BHP Digital Finance Team is based across our Sheffield, Cleckheaton, Leeds and York offices. We offer a total accounting solution to help businesses, which includes:

- Financial Accounting
 - Tax & Compliance
 - Technology Partnerships
 - Bookkeeping, Payroll & Administration
 - Business Financial Planning, and
 - Virtual Finance Director Service
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