

Part-Time Management Accountant

Overview

Dafferns is a leading audit and accounting firm dedicated to providing excellent service to our clients across various industries. We provide audit, assurance, accounts, tax, and advisory services, with proactive advice and ethical tax planning - we work with ambitious small, medium, and large UK and international businesses, charities, business owners and private individuals. As we continue to grow, we are seeking a talented individual to join our team as a part-time management accountant to ensure timely and accurate delivery of technical services.

Job description

Qualified or part-qualified ACA/ACCA/CIMA accountant to support our Business Services team in delivering high-quality management accounts and financial insight to a portfolio of SME clients on a part-time basis.

Key responsibilities

- Preparation of monthly and quarterly management accounts for a range of SME clients including charities
- Provision of support to clients including assistance with any Xero related queries
- Migration of software to Xero or other online platforms
- Assistance with setting up of cloud software such as Xero for clients
- Xero training for clients face to face or online. General training and also specific to their requirements. Initial training and ongoing support
- Assisting clients in streamlining systems and procedures by recommending more efficient processes
- Budgeting, forecasting, and variance analysis
- Cash flow forecasting and financial modelling
- Supporting clients with financial decision-making through insightful reporting
- Helping clients and staff with the preparation and submission of VAT returns
- Assisting staff with bookkeeping and reconciliations using mainly Xero and Sage but also other online platforms
- Carrying out ad hoc assignments such as preparation of gift aid claims
- Supporting year-end processes and liaising with the accounts team for statutory accounts preparation, including the audit team
- Ensuring compliance with relevant accounting standards and tax regulations
- Maintaining up-to-date knowledge of developments in accounting and tax affecting SMEs
- Effective use of Microsoft Office, especially Excel, for reporting and analysis
- Ability to manage workload independently and meet deadlines with minimal supervision

Reporting, relationships and management

- Reports to Managers or Directors depending on assignment
- Works closely with the wider Business Services team
- Builds strong relationships with clients and internal stakeholders
- Supports and mentors junior team members where appropriate
- Good communication skills, with the ability to work independently and as part of a wider team
- Demonstrates initiative and ownership in delivering client service
- Driving license necessary as the role will be office based but local travel will be included
- Any other ad-hoc duties relevant to the demands of the role

Application

Please submit your CV and cover letter by email to careers@dafferns.com



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