

# Want to join the Sapphire team?

Apply today!



<b>Role title</b>	SME Accountant
<b>Hours of work</b>	Monday - Friday 9:00am - 5:30pm
<b>Salary</b>	From £28,000 based on experience
<b>The Person</b>	<ul style="list-style-type: none"> <li>• Be AAT qualified or ACCA part qualified</li> <li>• Experience in producing full sets of accounts from a variety of records in a similar practice role</li> <li>• Strong experience in Xero and Sage.</li> <li>• Have a very strong bias towards customer service</li> <li>• Be detail oriented with a pragmatic approach to problem solving</li> <li>• Confident, highly self-motivated and comfortable with challenging others and being challenged</li> <li>• Possess excellent communication skills</li> <li>• Gregarious, engaging and keen to learn</li> <li>• Able to work very well (and enjoy working) under pressure</li> <li>• Be ambitious and keen to embrace new challenges</li> </ul>
<b>Why Sapphire?</b>	<ul style="list-style-type: none"> <li>• Employee-owned company</li> <li>• Minimum 34 days holiday (rising with service) including birthday off</li> <li>• Monthly team get togethers</li> <li>• Company incentive targets</li> <li>• Annual incentive trips (previously Las Vegas, Barcelona, New York and more)</li> <li>• Brand New office with games room, bar and flexible working space</li> <li>• Fresh fruit daily</li> <li>• Employee Healthcare membership</li> </ul>
<b>Main Areas of Responsibility</b>	
<b>Vacancy description</b>	This is a hands on role in a dynamic business with ambitious plans for growth in the department, with opportunity to help junior members of the team in their development.

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**Sapphire**  
CLEAR CUT THINKING



	<p>The individual will have a varied and pivotal role in the business. The role will be demanding and will suit a career-focused individual who is keen to learn, determined to progress and to develop those around them.</p> <p>The job holder is responsible for acting as a middleman between client managers and the team, ensuring that various KPIs and SLAs are met as well adding clear value to our client base. They will also be asked to deal with clients directly.</p> <p>This requires excellent communication, planning and organisational skills and the job holder must be constantly monitoring and re-evaluating priorities.</p>
<b>Principle Responsibilities</b>	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none"><li>• Working as part of a team and reporting to managers and clients</li><li>• Working on a diverse portfolio of clients including small and medium owner managed businesses,</li><li>• Preparing accounts from a variety of records, using different accounting software packages as required within specified budget timescale</li><li>• Preparation of VAT returns and management accounts when required</li><li>• Assist with training of junior team members</li><li>• Helping and ensuring the team hit SLAs.</li></ul>
<b>Recruitment process</b>	<p>There will be a 2 hour face to face interview process, preceded by a 15 minute Teams interview:</p> <ol style="list-style-type: none"><li>1. Numeracy exercise (15 mins)</li><li>2. Q&amp;A (45 mins)</li><li>3. A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&amp;A's</li></ol>