



Sapphire  
ACCOUNTING

# Want to join the Sapphire team

Apply today!

Role title	<b>Client Accountant</b>
Hour of work	Monday - Friday 9:00am - 5:30pm
Salary	£24,000 - £27,500
The Person	<p>The person should have the following qualities:</p> <ul style="list-style-type: none"><li>• An 'Above and beyond' attitude</li><li>• Be driven and consistently looking to learn and develop</li><li>• A team player that has the ability to take responsibility</li><li>• Ability to contribute new ideas</li><li>• Thrives in a fast-paced work environment</li><li>• Effective communicator, being able to provide feedback to members of the team 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>• Keen to embrace new challenges with the ability to work very well (and enjoy working) under pressure</li><li>• Have a very strong bias towards customer service</li></ul> <p>Joining us as a Client Accountant within our accountancy department, the <b>minimum criteria</b> you'll need:</p> <ul style="list-style-type: none"><li>• Be AAT qualified or ACCA part qualified or an accounting &amp; finance graduate</li><li>• Have a minimum B grade in GCSE Mathematics</li><li>• Have detailed knowledge of the SAGE accounts system or a similar system</li></ul>
Why Sapphire?	<ul style="list-style-type: none"><li>• We are a 100% employee-owned company.</li><li>• Placed as a world class 3 star Best Company to work for.</li><li>• Electric Vehicle salary sacrifice scheme.</li><li>• Clear career progression 60% of senior managers have progressed from entry level roles.</li><li>• You'll get a minimum of 34 days holiday (rising with service), including your birthday off.</li><li>• We host monthly team get-togethers.</li><li>• We have a range of company incentive targets.</li><li>• We host annual incentive trips -previously Las Vegas, Barcelona, New York and more.</li><li>• We work in a brand new office with a games room, bar and flexible working space.</li><li>• We provide fresh fruit and smoothies.</li><li>• All employees have access to an employee healthcare membership.</li></ul>

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Sapphire Accounting Limited,  
Bramhall House, 14 Ack Lane East, Bramhall,  
Stockport, SK7 2BY



Main areas of responsibility	
Vacancy description	<p>This is an exciting role in an Employee-Owned Payroll and Accountancy business based in Bramhall which plans to grow its client base significantly over the next 12 months. This is a hands-on role in a dynamic business which plans to grow from 500 one-man limited company clients to 750 over the next 12 months. The role will be demanding and will suit a career focused individual who is keen to learn and determined to progress.</p> <p>The job holder is responsible for communicating with clients, maintaining client records in specially designed online software for approximately 75 PSC's, preparation of Quarterly VAT returns, filing of accounts and tax returns in respect of all limited company clients and filing of personal tax returns for directors.</p> <p>This requires excellent communication, planning and organisational skills and the job holder must be constantly monitoring and re-evaluating priorities.</p>
Principle Responsibilities	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none"><li>• Take a customer 'lead' through a selling process to company set up</li><li>• Register the company for all relevant taxes</li><li>• Secure company information from clients each quarter in order to prepare quarterly management accounts</li><li>• Preparation of statutory year end accounts without error within three months of company year ends</li><li>• Issuing company accounts for director's signature and on-time filing at Companies House</li><li>• Timely preparation, delivery and on-time submission of Quarterly VAT returns</li><li>• Prepare PAYE/NI returns, issuing to directors and ensure on-time submission</li><li>• Corporation tax computation, timely payment and CT600 filings</li></ul>
Recruitment process	<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></ol> <p>A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&amp;A's</p>