



Sapphire
ACCOUNTING

Want to join the Sapphire team

Apply today!

Role title	SME Accountant
Hour of work	Monday - Friday 9:00am - 5:30pm
Salary	£25,500 - £30,000
The Person	<ul style="list-style-type: none">• 'Above and beyond' attitude• Driven• Keen to learn & develop• Takes responsibility• Team player• Contributes with ideas• Thrives in a fast-paced work environment• Effective communicator• Be detail oriented with a pragmatic approach to problem solving• Be confident, highly self-motivated and comfortable with challenging others and being challenged• Must be AAT qualified or ACCA part-qualified• Have experience in producing full sets of accounts from a variety of records in a similar practice role• Have strong experience in Xero and Sage• Previous experience in managing own portfolio of clients
Why Sapphire?	<ul style="list-style-type: none">• Employee-owned company• Minimum of 34 days holiday (rising with service), including your birthday off• A world class 3-star Best Company to work for• Monthly team get-togethers• A range of company incentive targets• Electric Vehicle salary sacrifice scheme• Clear career progression - 60% of senior managers have progressed from entry level roles• Incentive trips -previously Las Vegas, Barcelona, New York and more• A brand-new office with a games room, bar and flexible working space• Fresh fruit and smoothies• Access to an employee healthcare membership

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wearesapphire.co.uk

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



Main areas of responsibility	
Vacancy description	<p>This is a hands-on role in a dynamic business with ambitious plans for growth in the department, with the opportunity to support junior members of the team in their development.</p> <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>
Principle Responsibilities	<p>To deliver a structured accounting service to customers including the following:</p> <ul style="list-style-type: none">• Working as part of a team and reporting to managers and clients.• Working on a diverse portfolio of clients including small and medium owner managed businesses.• Preparing accounts from a variety of records, using different accounting software packages as required within specified budget timescale.• Preparation of VAT returns and management accounts when required.• Assist with training of junior team members.• Helping and ensuring the team hit SLAs.
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">1. Numeracy exercise (15 mins)2. Q&A (45 mins) <p>A personality profiling questionnaire may be conducted on successful candidates at the end of the Q&A's</p>