



Sapphire  
ACCOUNTING

# Want to join the Sapphire team

Apply today!

Role title	<b>Accounts Team Leader</b>
Hour of work	Monday - Friday 9:00am - 5:30pm
Salary	£31,000 - £37,500
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 to make improvements or changes to current processes</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></ul> <p>Joining us as a Team Leader within our accountancy department, the <b>minimum criteria</b> you'll need:</p> <ul style="list-style-type: none"><li>• 3 years industry experience</li><li>• Ideally ACA/ACCA/CIMA part qualified or fully chartered</li><li>• Have a minimum B grade in GCSE Mathematics</li><li>• Have detailed knowledge of an online accounting system such as SAGE Accounts</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>

01625 919 162  
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 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.</p> <p>The individual will have a pivotal role in the business, being responsible for a large variety of tasks and processes. The role will be demanding and will suit a career focused individual who is keen to learn and determined to progress within a fast paced environment. The job holder is responsible for managing a team of ambitious accountants and accounts assistants, communicating with clients via email, phone call and occasionally via Microsoft Teams or face to face.</p> <p>The job holder will also be responsible for preparing financial statements and personal tax returns.</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><u>Leadership and Team Management:</u></p> <ul style="list-style-type: none"><li>• Leadership and overall management of a team of 5 accountants/accounts assistants Completing monthly evaluations to review performance of the team</li><li>• Ensure workload is tracked, SLAs hit and KPIs are delivered</li><li>• Ensure the team have the relevant time and assistance to hit individual targets</li><li>• Be a point of call for the remainder of the PSC team when unsure, or there is a need for escalation</li><li>• Managing internal escalation of any queries and ensuring they are dealt with and resolved effectively</li><li>• Provide and organise the relevant training to everyone in the team, as and when it is required</li><li>• Contribute effectively and discuss matters in the accounts team meetings</li><li>• Reviewing team processes to see where we can become more efficient</li><li>• To provide a credible point of contact for other departments across Sapphire</li></ul> <p><u>Financial Management:</u></p> <ul style="list-style-type: none"><li>• Oversee the end-to-end contractor accounting process, from invoicing to payment reconciliation</li><li>• Monitor and analyse financial data, providing insights and recommendations to the Head of Contractor Accounting</li><li>• Implement and maintain best practices in financial reporting and analysis</li><li>• Providing the best possible service to clients, including tax saving advice</li></ul>



	<ul style="list-style-type: none"><li>• Preparation of statutory year end accounts within three months of company year ends</li><li>• Timely preparation and submission of Quarterly VAT returns</li><li>• Prepare PAYE/NI returns, issuing to directors and ensuring on-time submission Corporation tax computation, timely payment and CT600 filings</li></ul> <p><u>Relationship Management:</u></p> <ul style="list-style-type: none"><li>• Build and maintain strong relationships with clients and external service providers</li><li>• Collaborate with other departments to ensure seamless integration of contractor accounting with overall business processes</li></ul> <p><u>Risk Management:</u></p> <ul style="list-style-type: none"><li>• Identify potential risks and propose strategies to mitigate them</li><li>• Suggest internal controls to safeguard financial assets and ensure data integrity</li></ul>
<p>Recruitment process</p>	<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>