Sapphire

The operations partner for recruitment businesses

Accountant - Sapphire

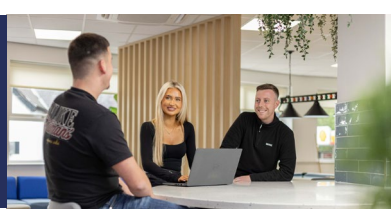
At Sapphire, we believe work should be more than just a job. We're a growing, employee-owned business where people are encouraged to get involved, have their say and share in our success.

We work hard, support each other and like to have a bit of fun along the way. From regular team get-togethers and incentive trips to our games room and bar, we've created a workplace where people can enjoy coming to work, build great relationships and develop their careers.

Being employee-owned also means that when Sapphire does well, our people can share in that success. It's one of the things that makes working here a little different.

We're always looking for great people to join the team.

Take a look at what you could be part of…



Sapphire

Role title	Accountant
Hours of work	Monday - Friday 9:00am - 5:30pm
Salary	£26,000 – £29,000
The Person	• Has an "above and beyond" attitude and takes pride in delivering a high-quality • service • Is driven, proactive and keen to keep learning and developing • Takes ownership of their work and follows tasks through to completion • Is highly organised, detail-focused and able to manage competing deadlines • Communicates confidently in writing and by phone, with good client-facing skills • Is a strong team player who contributes ideas and supports others • Is comfortable working in a busy, fast-paced accountancy environment • Is ambitious and wants to progress within a growing accountancy team
Why Sapphire?	• We are a 100% employee-owned company. • Placed as a world class 3 star Best Company to work for. • You'll get a minimum of 34 days holiday (rising with service), including your birthday off. • We host monthly team get-togethers. • Electric Vehicle salary sacrifice scheme. • We have a range of company incentive targets. • We host annual incentive trips -previously Las Vegas, Barcelona, New York and more. • Clear career progression 60% of senior managers have progressed from entry level roles. • We work in a brand new office with a games room, bar and flexible working space. • We provide fresh fruit everyday. • All employees have access to an employee healthcare membership. • Clear career progression 60% of senior managers have progressed from entry level roles. • We work in a brand new office with a games room, bar and flexible working space. • We provide fresh fruit and smoothies. • All employees have access to an employee healthcare membership.

Sapphire

Main areas of responsibility	
Vacancy description	We are looking for an ambitious Accountant to join our growing Contractor Accounting team at Sapphire, an Employee-Owned payroll and accountancy business based in Bramhall. You will look after a portfolio of limited company contractor clients alongside our Client Managers and Team Leaders, preparing their year-end accounts, tax returns and VAT returns, and acting as a day-to-day point of contact. You will also help new clients get set up and keep their records, deadlines and payments on track. The role would suit someone with previous practice experience, AAT studies or a finance-related degree who wants to build a long-term career in accountancy. It offers a clear pathway to becoming a Client Manager, with structured training, regular feedback and increasing responsibility as your knowledge grows.
Principle Responsibilities	**Accounts and tax compliance** • Preparing year-end accounts for limited company clients • Preparing and submitting corporation tax returns • Preparing Self-Assessment tax returns for company directors • Preparing, reviewing and filing VAT returns • Completing and submitting confirmation statements to Companies House **Bookkeeping and records** • Reconciling bank statements and reviewing client bookkeeping records • Gathering and inputting the information needed to run client payrolls • Preparing available drawings calculations for Client Managers to review • Updating internal trackers and systems with information from clients, HMRC and • Companies House **Client service** • Acting as a day-to-day contact for your clients by phone and email • Helping to manage the team inbox and responding to queries promptly and • professionally • Monitoring deadlines and making sure work is completed on time • Supporting the debtors process by following up outstanding balances with clients **New and leaving clients** • Guiding new clients through onboarding, making sure every step is completed • Setting up new clients, including engagement letters, company formations and • accounting software • Handling professional clearance requests and the transfer of records when clients • join or leave **Development** • Suggesting improvements to our processes and client experience • Building the technical and client skills needed to progress to Client Manager

Sapphire

Qualifications and experience	**Essential** • At least one of: experience in an accountancy practice, AAT Level 3 or above • (completed or in progress), or a finance-related degree • A working knowledge of double-entry bookkeeping and bank reconciliations • Good IT skills, including Microsoft Excel and cloud accounting software • A good standard of written and spoken English **Desirable** • Experience preparing year-end accounts, corporation tax or Self-Assessment • returns • Experience working with limited company or contractor clients • An interest in studying towards professional or chartered exams
Recruitment process	1. An initial Microsoft Teams conversation with a member of the Sapphire team 2. A face-to-face interview at our Bramhall office, including a short numeracy or technical exercise and a discussion of your experience, approach and career goals 3. A personality profiling assessment for successful candidates If you are ambitious, organised and ready for the next step in your accountancy career, we would like to hear from you.