

# Armstrong Watson – Job Description

Job Title:	Accounting Manager
Reports to:	Accounting Partner

## 1. Job Purpose:

To have responsibility for a portfolio of Accounting clients including a mixture of basic/large/complex assignments, ensuring our client's receive an excellent service whilst controlling the Firm's on-going service cycle for those clients.

## 2. Relationships and Context

- Accounting Partner in connection with accounting assignments;
- Managing Accounting Assistants/Seniors;
- Managing Accounting Supervisors in connection with their portfolio;
- Liaising with our tax team in connection with personal tax affairs;
- Contact with clients in connection with queries;
- Contact with external bodies such as HMRC and ICAEW;
- Line managing direct reports.

## 3. Principal Accountabilities / Responsibilities:

### Job Management

#### Financial statements and business taxation:

- Having a portfolio of basic/large/complex Accounting clients;
- Being responsible for the completion and submission of financial statements, business taxation and personal taxation for all clients within their portfolio by the deadlines;
- Ensuring accounting assignments are conducted in accordance with Armstrong Watson procedures for their portfolio of clients;
- Briefing Accounting Assistants/Seniors appropriately at the start of an assignment ensuring the job plan and budget are clearly understood and approved before the assignment is started;
- Overseeing and providing technical support to Accounting Assistants/Seniors;
- Resolving more complex queries relating to the assignment directly with the client;
- Monitoring progress on their active Accounting assignments and prevent overruns on their portfolio;
- After discussion with the Accounting Partner, renegotiating fees if client circumstances/records have changed and the job plan needs to be adjusted;
- Reviewing Accounting assignments prepared by Accounting Assistants/Seniors to ensure they comply with our requirements and are ready for client interview;
- Resolving queries raised by the Accounting Assistant/Senior;
- Ensuring adjustments required after review are understood by the Accounting Assistant/Senior and are correctly completed by the Accounting Assistant/Senior to aid in their development;
- Preparing draft financial statements, meeting agenda, meeting pack, business tax computations and personal tax computations are ready for client interview without further adjustment by the Accounting Partner;
- Attending and contributing to client meetings as required by the Accounting Partner;
- After discussions with the Accounting Partner, conducting client meetings without an

Accounting Partner for basic Accounting assignments;

- Ensuring the draft financial statements, business tax computations and personal tax returns are correctly adjusted after the client meeting in accordance with the meeting notes;
- Ensuring work flow is proactively managed – ensuring accounting records are obtained from clients, missing information is obtained, reviews are performed promptly, draft financial statements are issued, client meetings arranged and submission of all necessary documentation to the relevant bodies;
- Following internal processes to ensure our checklists and work tracking software is kept up to date;
- Managing own time on the assignment in line with the budget and notify the Accounting Partner prior to any overruns arising;
- Raising fees in connection with portfolio for approval by the Accounting Partner. Providing explanations and action plans to prevent any overruns in the future;
- Having a good working relationship with own clients and be the first point of contact for ad hoc client queries throughout the year;
- Visiting client's premises for the above, where required;
- Completing adhoc Accounting assignments relating to client affairs as instructed by the Accounting Partner;
- Assisting with general administration within the Accounting Service Line.

#### **Management Information Systems (where applicable):**

- Ensuring VAT returns, book keeping, and management accounts assignments are performed at the appropriate time and deadlines are met;
- Setting out a job plan for Accounting Assistant/Senior to complete these assignments with a view to making the year end accounts production as straight forward and efficient as possible.

#### **Leadership, People Management and Development**

- Ensuring the defining and the agreement of formal objectives for all direct reports;
- Monitor individual and team performance versus original objectives and departmental KPIs;
- Providing regular feedback to all team members on their performance via informal '1:1' meetings;
- Conducting regular assessments of each team member's competence, motivation and required support and resources and where 'gaps' versus the job specification are observed, take specific action to rectify via the creation of a personal development plan and ongoing performance management;
- Conducting formal appraisals versus original objectives and job specification for each direct report in line with our continuous review process.

#### **Client, Internal and External Organisational Contact**

- Communicating with the Accounting Partner issues relevant to assignment;
- Communicating with Accounting Supervisors/Managers when planning work flow for their teams;
- Managing own portfolio and communicate with Partner to ensure internal and external deadlines are met;
- Directly liaising with clients using a variety of methods to facilitate the production of financial statements, business tax computations and obtaining personal tax information;
- Liaising with our tax team in connection with personal tax affairs;
- Returning phone calls and written correspondence within required deadline and ensure promises are kept.

#### **Internal Financial Management & Business Planning**

- Understanding and working proactively towards achieving own contribution to the departmental business plan;
- Providing fee estimates at the start of every month for inclusion in the weekly pulse meetings;
- Monitoring and actively managing work flow, work in progress and debt collection for portfolio of clients.

### **New Business Development**

- Forming good professional relationships with clients, creating an environment whereby clients feel happy to refer their contacts to Armstrong Watson;
- Actively endeavouring to make non clients aware of the services and benefits that Armstrong Watson can provide;
- Building own network of professional contacts and encourage referrals;
- Assisting with business development events as required.

This job description is not an exhaustive list of all responsibilities and skills associated with the job, but rather an indication as to the core of the position. The post holder may perform other duties and responsibilities as required.

We also expect candidates who are employed in this post to be able to evidence competency in line with our behavioural competencies list / document (which can be accessed from Jostle or by a member of the Recruitment Team upon request).