

## Roles we are looking to fill.

### **Job Description**

**Position: Accounting Manager**

**Number of Positions: 1**

**Job type: Monday – Friday Full-Time (37.5 hours per week)**

**Closing date: 15/02/2024**

**Salary: £25,000 to £31,000**

**Job Type: Full-time**

**Job Location: London**

### Company Overview

A London based Accountancy firm celebrating its 10<sup>th</sup> anniversary. A firm with its strong establishment for nearly a decade, is looking to expand its team and currently recruiting to support their growing client base.

Currently looking to recruit self-motivated and enthusiastic individuals to assist with smooth running of accounting function which includes bookkeeping, preparations of VAT returns, balance sheet reconciliations, preparation of trial balance and final accounts for variety of SME clients of the firm.

Our aim is to provide valuable and timely service to all our clients. we are creating a global workplace that enables everyone to find their true potential, purpose, and passion, irrespective of their background, gender, race, sexual orientation, religion, or ethnicity. We are committed to providing equal opportunity for all and believe that diversity in the workplace creates a more vibrant, richer work environment that advances the goals of our employees, our communities, and our business.

- Full training will be provided on how to work on communication skills both verbal and written.
- Full training will be given on enhancing computer skills.
- Full training will be given on accounting software and the process flow in the business.

Please apply by sending your CV with a covering letter stating why you would be a great fit for the organisation to [jobs@phoenix-accountancy.co.uk](mailto:jobs@phoenix-accountancy.co.uk)

### About to Role

We have a mind-blowing and open door to go along with us here at Phoenix Accounting – Accounting Manager (Reinsurance Bookkeeping).

The job will be the Existence Money bookkeeping conveyance of reinsurance bookkeeping project, giving initiative to the area and executing the objective working model. The effective up-and-comer will be answerable for creating



bookkeeping answers to help both the Open and Legacy Organizations - cooperating with project directors and key SMEs to convey an arrangement of progressive action for the Existence Money bookkeeping group.

### **Responsibilities**

- Give proficient bookkeeping exhortation to senior partners to illuminate the business system and oversee conveyance centre results.
- Keep an elevated degree of bookkeeping information and comprehension of numerous different revealing bases (for example IFRS, S2) to guarantee a thorough consultancy administration can be given to business chiefs.
- Lead investigation of perplexing business information to give reinsurance bookkeeping proposals to new drives/adventures.
- Lead the arrangement of bookkeeping input into the improvement of reinsurance cycles to guarantee that cycles consolidate current regulation and reflect advancements in industry principles were significant.
- To lead the cycles to distinguish consistent improvement potential open doors including the plan and oversight of proper quality confirmation controls to guarantee the exactness and legitimacy of the Organization's monetary data.
- Drive the execution of the reinsurance target working model for bookkeeping.
- Lead conveyance of assigned bookkeeping action all through the venture change cycle including bookkeeping necessities caught, inspected, suitable degree, approved against IT plans and executed into BAU proficiently and really.

