



## **GENERAL**

Our practice has operated out of pleasant offices at Marsham, just off the A140 Cromer Road, since 2004. Further information on our Company is provided under About Us, on our web-site.

We are a small team, and we are looking to recruit an Accountant/Accounts Assistant which could be either **Full Time or Part Time** to support our current and continually growing client base and workload; – but whilst being and remaining very accessible to our clients and providing and maintaining a highly personal and value for money service.

Our clients and their accounting, tax, and business advisory needs are very diverse, and with modern ways of working include customers well outside our immediate geographical area, and Norfolk, and include ones who are non-uk based.

We have a good IT infrastructure, use IRIS, and Sage, Cloud Systems, and other appropriate software, including Teamviewer

The practice owner is a member of the Chartered Institute of Public Finance and Accountancy and a Fellow Member of The Association of Accounting Technicians, and holds and operates under practicing certificates of both professional bodies.

Previous practice assurance reviews undertaken by the AAT, and the Institute of Chartered Accountants (England and Wales) have been very positive.

## **ACCOUNTANT / ACCOUNTS ASSISTANT POSITION**

**(Exact title to be negotiated and decided with appointee)**

Highly likely to be qualified at / near professional level – ICA, ACCA or similar, or MAAT / FMAAT, with good CPD record. But might or could be a very experienced / seasoned practitioner without having fully completed examinations or having ever gained formal membership of a professional accountancy body

Salary Fully Negotiable, depending upon qualities, experience and qualifications.

We set out below what we will ideally negotiate and achieve with an Applicant / Appointee.

### **Main Responsibilities Include:**

Working on an interesting and motivating range of clients and their work, you will have already gained significant and wide general practice experience dealing with clients.

Final Accounts Production for a wide range of types and sizes of businesses; and from all standards of records and types of systems and processes normally come across within



Small Businesses. Using and getting the best out of IRIS integrated database, accounts, tax, mailing, practice management.

Management Accounts and Other Accounts Statements

Taxation Computations, Returns, Compliance, and Advice – all taxes.

Systems work, including system reviews, installations, management reporting extracts, tailoring of reports, layouts, formats etc, and getting the best out of such systems including providing training to new and experienced users; and knowledge and capability transfer to clients, being pro-active for instance with Cloud-based working development and E-payment straight from accounts software via file up-loads to bank.

Business Advisory and business consultancy on a one-to-one or on a wider basis possibly covering matters such as Property, Personnel, Legal, Business Acquisition, Sales etc

To help the practice owner, and the existing team members, operate, manage and further develop and progress the business and deliver services and solutions to client needs and within professional frameworks and standards.

I/T day to day and general technical supervision, support and management.

To complement and add significantly to our skills, knowledge and capacity.

Like the practice owner, and other team members, you will be working “in” the business not “on” it for the vast majority of the time, and will get your motivation from it and from meeting client need, and you will be a main fee earner.

As a small practice we can look at an appointment within quite a salary range, and future development potential

If you are very experienced and suitably qualified you may even have an interest (longer term) in possible involvement in future part-ownership of the business (via the existing company or via a new company or partnership) with or without others and other staff for downstream and eventual business succession (say 8-10 years).

Equally you may even be in practice yourself full or part-time, and see there may be opportunities in joining a practice, and bringing in some clients.

It is sensible for us to say and clarify perhaps that we are not looking for a person who may be displaced or looking to move from previous employment who think they can come in and “manage”, and who do not need to “do” ; and perhaps who does not have the required practice, technical and up to date knowledge and grounding. These are exactly what will be in demand and involved for 100% of the time.

You will be expected to identify and do whatever is required, to provide “cover” and mutual support and guidance, and to be flexible and resourceful at all times.

You will undertake a variety of marketing work, including gaining and attending prospective new client appointments, providing any training courses and presentations, etc and you will be expected to generate and deliver new gross recurring fees.



You will have responsibilities for various strategic and other functions.

This is an exciting opportunities for somebody to join a developing and progressive general accountancy practice and to develop their potential and their career with us.

**THANK YOU FOR LOOKING AT OUR COMPANY AND FOR CONSIDERING THE OPPURTUNITY.**

Please apply by sending your CV, a completed Application Form, and a short introductory / covering letter (to be in your own handwriting), providing your current salary and your salary expectation in confidence to:

**Mr Michael Delph CPFA FMAAT AIBC  
Delph & Co Accountancy and Business Advisory Services  
Unit 8, Home Farm Business Park,  
Norwich Road, Marsham, Norwich, NR10 5PQ**