



Job Title: Accounts & Audit Senior – Accountancy

Location: Oxted, Surrey

Company: McKenzies

About Us:

McKenzies was established in 1977 and has grown over the past 40 plus years to become a forward-thinking, modern firm with an enviable reputation for assisting a wide range of individual, commercial and professional interests. We are committed to delivering high-quality financial solutions while maintaining the highest standards of professionalism and client satisfaction.

We are entering a hugely exciting period of growth and development and are looking for a motivated Audit & Accounts Senior to join our team. The ideal candidate will possess a strong background in accounting principles, auditing standards, and financial analysis. This role offers an exciting opportunity to work with a diverse portfolio of clients and contribute to the growth and success of our firm.

Job Summary:

Work alongside Senior Accountants to manage a portfolio of clients and prepare annual accounts.

Complete various accounting, tax and bookkeeping duties.

Key Responsibilities:

- Preparation of financial statements, tax returns, and other compliance-related documents as needed.
- Conducting financial audits in accordance with generally accepted auditing standards and regulatory requirements.
- Performing risk assessment and developing audit plans to ensure thorough coverage of key audit areas.
- Providing guidance and support to junior team members and specifically our two accounts apprentices. Overseeing their development and professional development and reviewing their work papers and providing constructive feedback.
- Communicating audit findings and recommendations to clients in a clear and concise manner, both orally and in writing.
- Staying current with emerging accounting and auditing trends, regulations, and best practices to ensure high-quality service delivery.

Client Relationship Management and portfolio

- Involvement in a client portfolio of approx. £300k which covers Audit, Accounts Preparation, Corporate Tax, Management Accounts.
- Foster strong relationships with existing clients and work on client retention strategies.

Operational Efficiency:

- Streamline and improve internal processes and procedures for maximum efficiency and effectiveness.
- Implement best practices to enhance service quality and delivery.

Compliance and Regulatory Affairs:

- Ensure the practice complies with all relevant accounting and financial regulations.
- Stay up-to-date with changes in tax laws, regulations, and accounting standards and ensure the team remains compliant.

Technology and Software Management:

- Working knowledge of Taxcalc, IRIS, Xero, QBO and SageL50 is advantageous.

Qualifications and Requirements:

- Part-qualified (ACA, ACCA) and the drive to progress through studies and build a successful career.
- Strong understanding of UK tax and accounting regulations.
- Excellent communication and interpersonal skills.
- Proficiency in accounting software and Microsoft Office.
- Exceptional organisational and problem-solving skills.

What's also important

- Courage, authenticity, the drive to make an impact and an understanding/respect of entrepreneurial spirit.
- Upholding our company reputation, and increasing positive exposure.
- High levels of empathy, resilience and professionalism.
- A sense of fun with a natural ability to engage with others and promote team spirit.

What's in it for you?

- Competitive remuneration package.
- Access and support of our Group central functions incl. People, Sales & Marketing, Finance operations.
- 25 days holiday + bank holidays.
- Contributory pension scheme.
- Private healthcare.
- Employee Assistance programme.
- Life assurance.
- Wellbeing initiatives.
- Continued Professional development (tailored to you).
- Mentoring programme.
- Half yearly team 'away days' and plenty of opportunity to meet up in person in between