



**Role:** Management Accountant  
**Department:** Corporate Services Group  
**Vacancy Location:** Leatherhead  
**Contract Length:** Permanent  
**Contract Type:** Full Time

### **Your Opportunity and Role**

Rawlinson & Hunter LLP ("R&H") is recruiting for a Management Accountant, in the Corporate Services Group.

The Corporate Services Department of R&H provides a range of services including management accounting services, audits, payroll services and company secretarial support to a wide range of clients. This includes providing management and financial reporting services and often encompasses a full outsourcing of the client's accounting operation. The clients are of a quality and diversity that you would expect from an international practice based in central London.

As a Management Accountant your day to day work will encompass:

- Preparing management accounts for UK and multi-national entities
- Preparing annual accounts for limited companies, LLPs, partnerships and sole traders
- Multi-currency accounting for overseas clients
- Cash management and cash reporting
- Preparing VAT returns including Intrastat returns and EC sales lists
- Using spread sheets for management reporting and control
- Assisting clients with accounting support

The department is highly computerised and the position involves exposure to IT and a wide range of accounting packages such as Infor10, Sage and Xero as well as spreadsheets, databases, etc. The Firm has a policy of continual investment in technology to improve efficiency and services to clients.

### **Requirements**

The main criteria for any candidate applying for this position is a combination of strong personality and communication skills which have been built around a sound knowledge of accounting and accounting issues. The individual, who will have a recognised accountancy qualification, will be able to demonstrate that they have worked in an environment where it is necessary to deliver accurate information on a timely basis.

The successful candidate will also be able to demonstrate the following skills, experience and attributes:

- Good communication and inter-personal skills
- Team player
- Professionalism and commitment
- Ability to work under pressure and in a deadline environment
- Ability to manage a portfolio of clients

- Management accounting skills
- Working knowledge of Excel to intermediate stage
- Excellent IT skills

### **About our Firm**

We are an international firm of Chartered Accountants with eighteen partners and circa 200 staff in the UK. We specialise in personal and corporate taxation and financial advice to international groups and private individuals from three offices in London and Leatherhead. Our Firm was established over 80 years ago and ranks amongst the top thirty practices in the UK; we are the largest firm of Chartered Tax Advisers in the UK.

In addition to the UK offices, we have ten overseas offices employing in excess of 400 staff which have developed from the substantial amount of international work in which the Firm is involved.

We are an equal opportunity's employer and pride ourselves on our increasing diversity of our workforce. We believe in the best person for the job.

Described by a client as "London's best kept secret", R&H is a Top 30 practice. It tends to be seen as a boutique and an excellent alternative to the Big Four and Top Ten firms rather than as competing with other firms of our size. For more information on the Firm, visit our website, [www.rawlinson-hunter.com](http://www.rawlinson-hunter.com)