

**Eagle Consulting**  
**Job Description – Assistant Director of Accounting**  
**Salary up to £40,000 pa plus bonus & pension**

**Background**

Eagle Consulting is a modern accounting services company providing comprehensive **Accounting, Payroll, Treasury** and **Taxation** solutions to a wide variety of businesses and organisations throughout the UK since 1993. We aim to be the accounts department for our clients by offering these services together as a complete tailored solution or individually as a specialised option.

**Summary of Role**

This career opportunity reporting at board level requires an ambitious qualified accountant with exceptional technical skills and a passion for meeting client needs. The appointee will implement systems and procedures with an emphasis on the quality and efficiency of our services which are the key profit drivers in the company. This wide ranging role will encompass a continually changing range of responsibilities from accounts review to systems implementation.

**Skills and Qualifications Required**

The position requires applicants with the following skills and qualifications

- University Level Degree and recognised accountancy qualification (CIMA/CA/ACCA)
- Statutory accounting and taxation experience
- Substantial technical accounting experience (not less than 5 years)
- Experience within the Hotel/Leisure Industry desirable
- Strong systems and IT Skills with an ability to learn quickly and adapt to new systems
- Strong organisational skills and the ability to meet deadlines
- Proven experience with monthly and yearly closing process, accounts payable, bank reconciliations, payroll, accruals, tax and VAT preparation
- Effective communication skills
- Team leader/management experience
- Problem solver with a can do attitude

**Duties**

The Assistant Director of Accountant will be responsible for ensuring:

- Design, implementation and monitoring of financial controls and systems
- Delivery of a quality client service within budget
- Timely preparation and review of Management Accounts
- Provision of Management Information and Forecasting
- Preparing Statutory Accounts, CT Returns and Tax Returns
- Tax compliance work
- Payroll processing and management
- On site visits with new clients to extract information and set-up working processes
- On site visits with existing clients to review processes and procedures
- Liaise with new clients as well as maintaining and extending relationships of existing clients



**Responsibility**

The Assistant Director of Accountant will report to the Company Director and work closely with the Operations Director and department managers to deliver services and meet required deadlines.

**Salary & Travel**

This is an excellent career opportunity and the salary for the role will be up to £40,000 pa plus bonus and pension dependent on qualifications and experience. The role will require travel to clients throughout the UK expected to be between 2 and a maximum 10 nights per month.

