

BURO HAPPOLD

Job title	Assistant Partnership Accountant
Grade and fit within team structure	Senior
Team	Partnership Finance
Business unit	Shared Business Services
Location	Bath
Reporting line	<pre> graph LR A[Assistant Partnership Accountant] --> B[Partnership Accountant] B --> C[LLP Executive Director] </pre>
Team structure	The three roles indicated above constitute the team
Your support	Global finance team

Role overview

What's the purpose of the role?

To support the Partnership Accountant with the day to day running of the Partner Affairs Office which takes care of Partners financial relationship with the Partnership.

This support will primarily involve the maintenance and reporting of partners' capital accounts, tax provisions, profit share calculations along with the transactions associated with new and departing partners.

The role then expands to incorporate the support of the Partnership Accountant in all aspects of their role in running the day-to-day financial aspects of the Partnership itself (not the business).

What will success look like?

Well informed and supported Partners with accurate, timely and transparent reporting and communication of partner related financial matters.

Strong working relationships with key members of the global finance team, partners, and other key stakeholders.

What will you be doing...

A detailed overview of your responsibilities is as follows...

Partner financial affairs - Maintain the financial affairs associated with all partners globally (100+) including:

- Setting up the financial aspects of onboarding new partners including processing monthly payments, pension scheme set up and tax registration.
- Reporting the financial position of our partners through the creation of statements for Capital, Monthly Reward, Profit Share, Taxation, and the Partner Share Scheme
- Assisting the Partnership Accountant in the execution of their role.
- Process partner capital investment including liaising with the bank regarding partner capital loans.
- Creation of retirement statements for those exiting the Partnership
- Prepare monthly drawings schedules and advance profit share payment calculations.
- Maintain partner tax accounts including calculating estimated tax retentions.

Other

- Being an integral member of the global finance team, assisting with non-partnership issues when necessary, providing role expansion and ongoing development opportunities.

More about you...

Skills & Qualifications

- Full or part qualified accountant (AAT, ACCA, CIMA, CIPFA)
- Understanding of basic accounting standards and principles
- Self-motivated and highly organised with the proven ability to prioritise and work to tight deadlines.
- Excellent communication skills
- Demonstrate accuracy and attention to detail when undertaking repetitive tasks
- Positive 'can-do' attitude
- Able to manage time effectively to prioritise demands and ensuring they are completed efficiently and in line with intended timelines.