

HAROLD SHARP

Run your business smarter

RECRUITMENT PACK

Bookkeeper (Outsourcing Team)

Offered as a full-time or part-time position



WWW.HAROLDSHARP.CO.UK

Rich history
Bright future

HAROLD SHARP

Welcome!

At Harold Sharp, we believe in a thriving office environment where nothing is off the table, everyone has a voice to speak their mind and new ideas are allowed to develop.

Our structure isn't top-down – which means openness and honesty are encouraged, new ideas are allowed to grow and our staff feel like family.

Our beginnings

Formed in 1920 by Harold Sharp himself, the firm has grown from strength to strength, promoting young talent, growing in the community and pairing clear advice with effective tech.

Your clients

Our mission is to help business people make decisions, navigate their choices and advise them of opportunities. Ultimately, we help them run their business smarter.

The businesses you'll be working with all know how much value we provide to them. We enjoy working with like-minded people who aren't afraid of change and our client base reflects that. If you want to work with some of the best businesses in Manchester, you're at the right place.

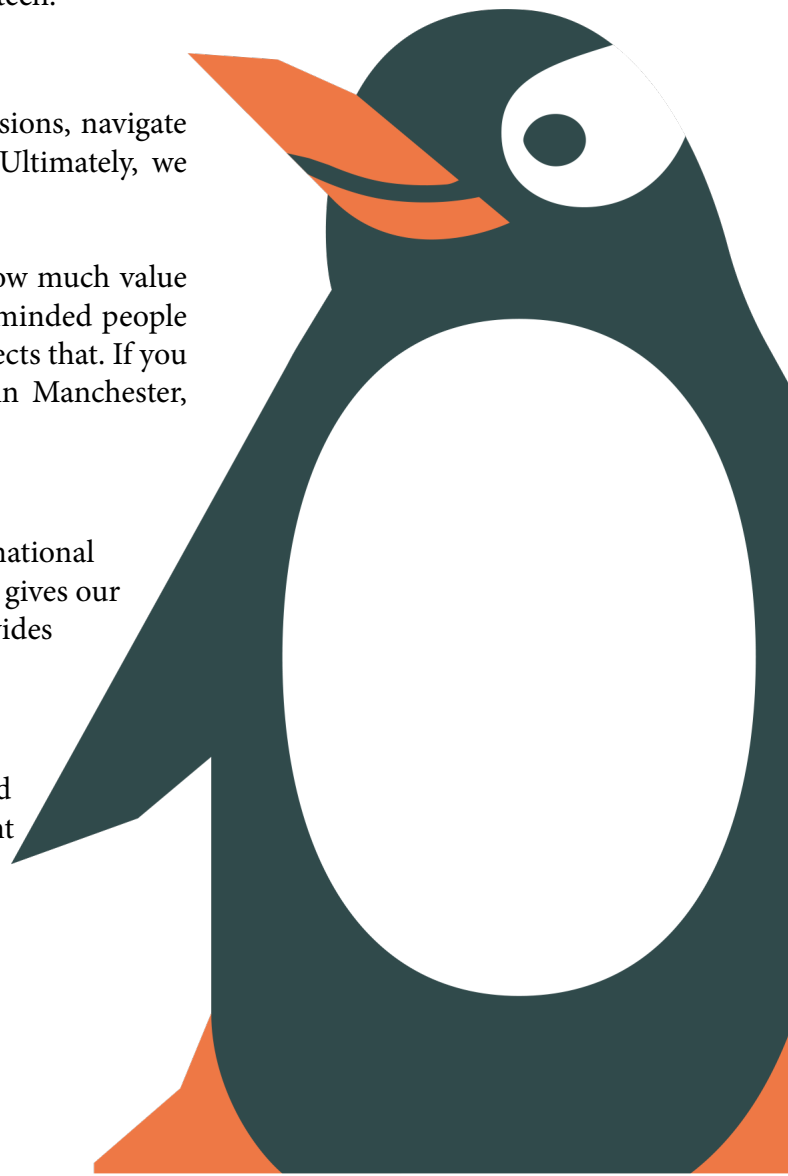
Global reach

In November 2021 we joined ETL Global, an international network of professional service firms. The network gives our dynamic client base an international edge and provides some fantastic opportunities for our staff.

Penguin mindset

We are looking for people who share our values and vision – people who will join us in our commitment to 'Be More Penguin'.

At Harold Sharp the penguin is emblematic of our commitment to our staff and our determination to do things the right way, staying rooted in our values (but more on penguins later!).



Bookkeeper (Outsourcing Team)

If you are a proactive individual with proven experience in a bookkeeping role, then this job might just be for you.

We are looking to recruit a hard-working individual into our busy outsourcing team. In your role, you will undertake the bookkeeping for a portfolio of clients (which will include (individuals, partnerships and companies) using cloud accounting software. Your day-to-day will involve data input, reconciliations, payroll journals, VAT returns and management accounting as required.

You will carve a key support role as part of Harold Sharp's Outsourcing team and will be supported technically and personally as you develop your career. This role reports to our Outsourcing Manager, Leanne Drummond.

What does your role involve?

- Personally undertake outsourced bookkeeping/accounting support for clients, including VAT returns
- Build a strong relationship with clients in your portfolio and respond to ad hoc queries
- Keep manager apprised of any issues arising and respond on a timely basis to client queries
- Be proactive in achieving working processes which maximise use of technology and apps in the bookkeeping work
- Liaise with the Accounts Department in passing over information for the preparation of statutory accounts and corporation tax returns
Communicate and coordinate with the client, to manage client expectations and deadlines and to annually review the pricing and payment terms
- Embrace technology and ensure that opportunities for efficiency are incorporated in to all output
- Ensure that the services provided by the firm are conducted with a risk managed approach and to the highest standards

Qualifications

- Experience of Xero and Dext is preferred, but not essential
- AAT Level 4 qualified or qualified by experience

Key skills

- Proven experience in a similar role
- Strong computer skills
- Excellent attention to detail
- Confident communicator with the ability to build good relationships with other departments in the firm
- Good integrity and able to use own initiative
- Well organised and capable of meeting deadlines and managing workload

Apply

Email your CV to
Emma Saxon-Pipe
at the earliest >
careers@haroldsharp.co.uk

Rich history
Bright future

HAROLD SHARP

What can you expect?

Our success and your success are really closely linked. Less employee-employer, and more tight-knit community. That's why we've built out lots of opportunity for our staff outside of the usual benefits.

- Career mentoring and training
- Competitive salary (dependent upon qualifications and experience)
- 23 days holiday (plus 8 bank holidays) (enhanced in line with service)
- Office closed between Christmas and New Year
- Discretionary bonus scheme
- 'Dress for your day' policy
- £50 voucher for your birthday and at Christmas
- Flexible working (our core hours are 10am - 4pm)
- AIG Employee Assistance Programme Smart Health (which includes 24/7 GP & mental health support)
- Active Health & Wellbeing Committee
- Commission for introducing new staff and new work
- Monthly Run Club
- Monthly Cake Club
- Quarterly office-wide breakfast
- Death in service (2x salary)
- Pension scheme arrangements
- Free parking on site



Rich history
Bright future

HAROLD SHARP

Penguin mindset

Why am I seeing penguins, we hear you ask?
It's a good question. We're an accounting firm, after all.

We have spent a lot of time crafting a mission and set of values that reflect our team. In doing so, we landed on a 'penguin mindset' - a mindset that embodies our values and reminds us to be clear communicators and team players; to be adaptive to change, curious in nature and positive in attitude. In short, to Be More Penguin. And so it escalated.

Today:

- We celebrate World Penguin Day with a waddle race.
- We sponsor 3 penguins through the WWF.
- We share, via our internal newsletter, photos of colleagues on holiday with penguins or penguin-themed news snippets.
- We have a *massive* penguin on the wall in our staff kitchen.
- We give all new employees a stress penguin on day one.

Our values

Unity We are team players, encouraging each other to be proactive and collaborative.

Clarity We make things as simple as possible, streamlining communication for both clients and colleagues.

Resilience We are quick to adapt to change, helping each other to stay focused and to respond in an agile way.

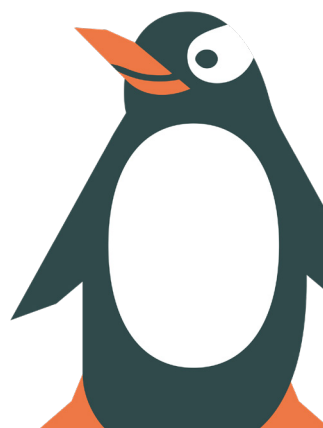
Curiosity We ask questions, seek answers and empower each other to challenge the norm.

Positivity We are kind and cheerful and, no matter what happens, we stay true to ourselves.

International

We are proud members of ETL Global, an international network of professional services firms with over 500 member firms in 50 countries. As part of that network, we benefit from:

- Access to a global network of experts, enabling us to seamlessly draw on experts outside of the UK for matters with an international dimension.
- Shared resources, covering things like technology, training and recruitment.
- Opportunities for growth. With investment from the ETL network, we have greater scope to expand whilst also enabling our staff to benefit from international opportunities and buy-in schemes.



“Our people have always been our most important asset and we are invested in the way that we train, develop and reward our talent.”

CHARLOTTE HINCHCLIFFE,
DIRECTOR