

# HAROLD SHARP

Run your business smarter

RECRUITMENT PACK

## Manager - Accounts



WWW.HAROLDSHARP.CO.UK | 0161 905 1616  
5 BROOKLANDS PLACE, SALE, M33 3SD

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.

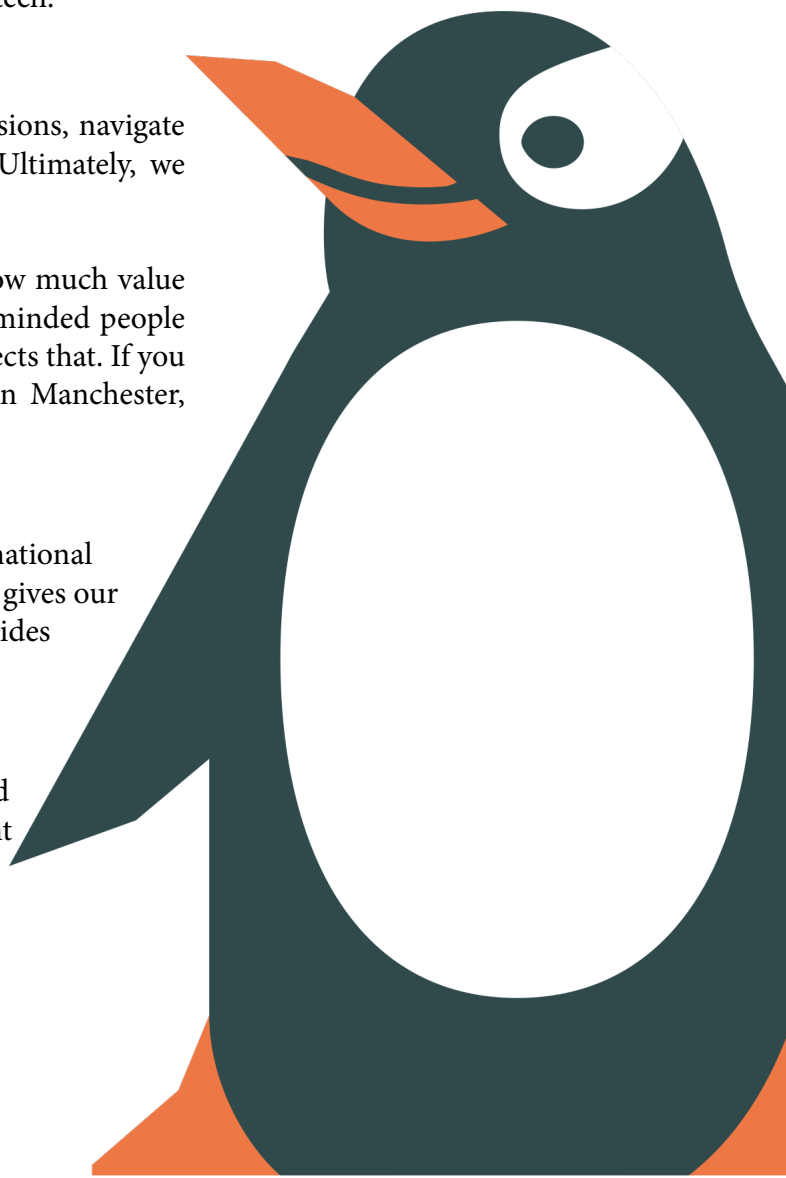
### Global reach

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!).



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## Manager - Accounts

If you've got previous experience in a fast-paced accountancy firm and a passion for property, then this role might just be for you.

As a Manager in our specialist PropTech team, you'll be working with a wide range of SMEs including family offices and property groups and will essentially be delivering the role of Finance Director in their business.

As a client lead, you will have responsibility for services to a particular portfolio of clients and plenty of opportunities to show your commercial acumen, client care and accounting expertise. You will manage a small team of staff and will report directly to Rebecca Holloway, Associate Director.

### What does your role involve?

- Overseeing and assisting in the ongoing update of the accounting records and the preparation of financial reports (statutory accounts, management accounts, cash flow reports and other ad hoc reporting) and tax returns (including VAT returns) to a portfolio of clients to ensure they are provided on a timely basis in compliance with client and statutory deadlines.
- Co-ordinating with other departments of the firm, such as payroll and audit.
- Managing key client relationships as the client lead.
- Proactively communicating and coordinating with the client, to manage client expectations, ensuring that all client communication is seamless and of a high standard.
- Continually evaluating and improving processes and procedures of the team, with a specific focus to embrace technology to improve efficiencies for the firm.
- Reviewing the work of the other team members and providing support and training to the team.
- Planning the team's workload, managing deadlines, effectively prioritising work and ensuring sufficient staffing.
- Assisting in quotations for new property outsourcing jobs as opportunities arise as well as monitoring invoicing and recoverability in services and annually reviewing pricing.
- Ensuring that processes and services undertaken by the firm are conducted with a risk-managed approach and to the highest standards.
- Assisting in property specific compliance requirements including options to tax and ATED returns and co-ordinating with third parties regarding capital allowances.
- Gathering an understanding of the work undertaken by others in the team to provide cover / continuity of service for clients dealt with by those individuals during holiday periods etc.
- Ensuring integrity and completeness of supporting information on the accounting records and on our internal document storage system, to provide a full audit trail and transparency.

### Required qualifications

- Qualified Accountant (ACA / ACCA) – newly qualified or up to 4 years post qualification experience.

### Plus, we'd love for you to have experience of

- Xero cloud software and related apps, accounts production software and tax software.
- Microsoft Excel (including use of pivot tables, Vlookups and SUMIFS).
- delivering a high level of customer service with the ability to build strong client relationships.
- managing a team with an emphasis on coaching junior colleagues.

### Key skills

- Tech savvy and tech focussed.
- Self-starter with a positive, can-do attitude.
- Excellent communication skills and high level of attention to detail.
- Customer focussed - understanding of customer needs and concerns.
- Risk based approach with clear weighting to areas of significant financial and operational risk.
- Organised with good management skills and ability to take responsibility for own actions.
- Able to develop relationships with other departments in the firm.
- Commercial in approach.
- Willing to undertake the mundane as well as the exciting parts of the job – we are a small organisation and everyone has to be willing to get stuck in!

# Apply

Email your CV to  
Amie Wilson  
at the earliest >  
[careers@haroldsharp.co.uk](mailto:careers@haroldsharp.co.uk)



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## 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 (£40,000 - £45,000) 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



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## 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.

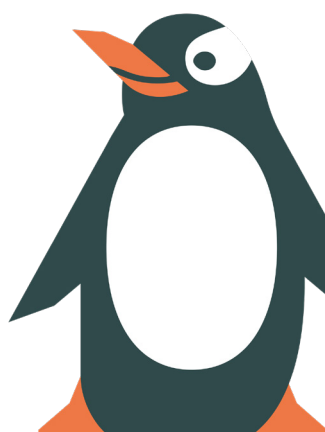
*Curiosity* We ask questions, seek answers and empower each other to challenge the norm.

*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