



Job Title:	Cloud Accounting Senior Advisor	Level/Salary Range:	Dependant upon experience
Department / Group:	Cloud Accounting	Travel Required:	No
Location:	Bolton / Hybrid	Position Type:	Permanent
Department Contact:	Lee Jepson	HR Contact:	Lisa Kennery - Partner

About Us

Pierce Group is a leading operationally independent firm of business advisors supporting owner managed businesses. Based in Blackburn, Bolton and Bury the firm's core client base of owner managed businesses resides in East Lancashire but extends throughout the UK and Internationally.

Being operationally independent best places us to understand, advise and support owner managers on a myriad of business issues, in the fields of compliance, business specific and tax consultancy, corporate finance and its forensic practice. We work in partnership with many other professional services across the North West, bringing a trusted full suite of support to clients.

About The Role

This role will take responsibility for the delivery of bookkeeping and VAT compliance services to a portfolio of individuals, partnerships and trust. You will be contributing to advice, and work on all aspects of bookkeeping within the allocated portfolio of clients, working within the wider team.

We are looking for someone AAT qualified and has valuable experience working in practice.

There is opportunity to contribute to projects within the department such as MTD ITSA and driving forward digital transformation.

Key Responsibilities

- You will use various accounting packages, mainly cloud, and be expected to have a good working knowledge of each product
- Prepare records for clients for the completion of VAT returns and management accounts
- Polite and professional communication with colleagues and clients both verbally and via email

Duties

- Liaising with other specialist departments within the firm and third parties to resolve client issues i.e. HMRC
- Processing VAT returns including bookkeeping
- Preparation of management accounts
- Preparation of statutory accounts
- Completing ad-hoc projects
- Dealing with day-to-day enquiries
- VAT registrations
- New client setups
- Closure of clients



- Review of client VAT returns and submission of (where the client prepares)
- Reviewing client procedures, making recommendations and implementing new software where applicable
- Training workshops for clients
- Meeting timeframes and ensuring jobs are complete and submitted

Management

- Identification of systems improvements and proactive recommendations of improvements
- Supporting senior levels in achieving KPI targets as required
- Delivery of department targets in alignment with KPIs, including WIP, Debtor and performance targets
- Assistance in management, mentoring, training and supporting of junior team members
- Review of VAT returns (internal)
- Manage ad-hoc projects

Soft Skills

- Ability to motivate and support staff
- Good presentation skills
- Ability to communicate to provide effective outputs internally and externally
- Excellent written and oral communication skills
- Ability to work both independently on own initiative, and as part of a team
- Undertaking training and development relevant to the role
- Excellent customer service
- Excellent organisational skills
- High level of integrity and honesty

Business Development

- Assisting delivery of firm's business development targets
- Attendance at reasonable request to networking opportunities
- Identification of either direct or wider Pierce group opportunities with client portfolio
- Building and maintaining a network of individuals to resolve client issues

Why Join Pierce?

Pierce is a fantastic place to work and continues to grow. With growth comes tremendous opportunities. We are excited to see what the future holds developing our business and our people. As a leading operationally independent practice we have unparalleled opportunities to push the right candidates through the business.

- A well-established firm – over 95 years
- A growing and forward-thinking firm



Key Benefits (more detailed in interview)

- Pension with salary sacrifice option – helping you save for your future.
- 33 days holidays, inclusive of bank holidays – time out to focus on what's important to you.
- Hybrid working – we all work in different ways and we give you flexibility to manage where and when you work.
- Employee referral bonus - we're always looking for talented individuals to join our team.
- Varied learning & development opportunities - continuous development for your professional qualifications and career aspirations.
- Simply Health – helping you take care of your health and wellbeing.
- YOLO Wellbeing - unique, sensory experience leaving staff feeling relaxed, refreshed and more focused.
- Electric car scheme and onsite electric charging – enabling staff to own a new electric car for less and charge for free at work.
- Cycle2Work scheme – enabling staff to purchase a new bike for less.
- Free independent mortgage advice – supporting you at any point on the property ladder, find the best deal for you.
- Regular social events – time away from work to have fun with team socials and firmwide events.
- Client referral scheme – we offer generous financial rewards for helping Pierce to grow our new client portfolio.