



Harbour Key

Navigating Your Success

An exciting opportunity has arisen for a talented and passionate accountant to thrive in a small but reputable and fast-growing firm.

Winner of



t +44 (0) 1452 713277 e reception@harbourkey.com www.harbourkey.com

Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham GL51 6TQ

Harbour Key Limited is a company registered in England & Wales number 07483339. Registered office Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham GL51 6TQ

Harbour Key is built on a foundation of not only helping clients to plan and protect for the future, but to understand options for security and investment on exiting a business.

Harbour Key is a fast-growing and award-winning company with many opportunities for you to execute your skills and knowledge to help individuals and businesses across a wide spectrum of clients.

At Harbour Key, we are not just looking for anyone. We are looking for qualified and passionate individuals who are seeking a position that combines traditional accountancy practice work with proactive tax and business strategy advice.

More importantly, we are looking for candidates who want to work in an environment which cares as much for the security and future of its staff, as it does for its clients.

The role includes:

- Managing a portfolio of clients from a varied range of business sectors;
- The preparation and review of statutory annual accounts for limited companies, partnerships and sole traders;
- Preparation and review of corporation tax and personal tax computations;
- Year-end dividend and tax planning;
- Preparation of management accounts and other related reports when necessary;
- Overseeing the successful completion of compliance tasks and constructively reviewing work;
- Reporting to and working with the compliance manager, advisory team and directors;
- Assisting on advisory project work: from a company seeking investment to a sale of a business;
- Mentoring our junior staff.

Key skills required:

- Must have at least five years' experience in an accounting practice;
- Offer strong accounts preparation ability and knowledge;
- Demonstrate commercial awareness that will add value to our services;
- Have excellent IT skills and experience – previous use of Digita software and Xero would be advantageous;
- Show good understanding of all aspects of tax and accounts that affect our clients;
- Be self-motivated, freethinking, trustworthy and straight-talking;
- Show clear written and oral communication skills and the ability to communicate effectively to clients and colleagues and
- Have first-rate time management skills and be able to work to tight deadlines.

In return you will be offered:

- £38,000 - £42,000 per annum;
- Twenty-five days paid holiday plus bank holidays;
- Onsite parking;
- Progression within the business;
- The opportunity to be heard and make a difference at Harbour Key;
- Support towards ongoing training and qualifications and
- Team events and charity support days.

The position is offered as a full-time role based in our Staverton office near Cheltenham. Harbour Key may be able to offer some flexibility to the right candidate.

If you believe Harbour Key is your future, please send us your CV.

To apply, please email your CV to Helen Powell at hpowell@harbourkey.com