



WE'RE HIRING!



Senior Bookkeeper, Bury St Edmunds

If you relish the buzz of a fast-paced environment, our Business Management Department is looking for a Senior Bookkeeper to join our thriving team. If you want to work on great clients within a reputable firm, whilst continuing your professional and personal development, this could be the role for you.

About mgr

With over 40 years of expertise, we're an ambitious London-headquartered accountancy practice, experiencing significant growth year on year. It's an exciting time to be part of our team.

As a medium-sized firm, we regularly punch above our weight. We enjoy collaborating and are passionate about providing a high touch, bespoke service to support our clients with their complex accounting and tax needs. As a result, many of our clients who might typically gravitate towards larger firms, choose to work with us instead.

As a member of ETL GLOBAL (a Top 20 accountancy firm), our team is supported by one of the largest international networks of professionals in the accounting, tax, legal and audit sectors.

Our people

Team mgr currently stands at just over 140 staff and 23 partners. We are dedicated to developing our staff to reach their desired potential, and we regularly promote from within. Our expanding partner base is testament to our ongoing commitment to nurturing talent. We are also an accredited training provider for both the ACA and ACCA qualifications.

Our people are at the heart of everything we do and we're committed to creating a working environment that makes every individual feel welcome. We're a diverse bunch and delight in the broader range of ideas and perspectives that this brings. We empower our people to make a difference, promoting positive change both within our teams and the wider community.

We understand that everyone has personal responsibilities outside the office, so our flexible and hybrid working policies are designed to support this.

Our location

Our Bury St Edmunds office is easily accessible by car or train. Our office is based on the outskirts of BSE on Northern Avenue. We provide onsite parking and, if driving, are located just 2 minutes off the A14 at Junction 42 (Westley Roundabout). The BSE train station is a 20 minute walk away.

About the role

Our clients focus on the media and entertainment sectors. You will be managing your own portfolio, whilst working closely with partners.

Key responsibilities

- ✓ Manage a portfolio of 10-20 clients
- ✓ Ensure general bookkeeping is done in a timely manner
- ✓ Monthly reporting
- ✓ Production of monthly management accounts
- ✓ Cash flow management and forecasts
- ✓ Bank reconciliations
- ✓ Preparing and submitting VAT returns, dealing with HMRC queries
- ✓ Purchase and sales ledger
- ✓ Data entry using various accounting software (Xero and Quickbooks Online)
- ✓ Credit control
- ✓ Liaising with clients and their representatives/managers
- ✓ Provide training to junior staff members
- ✓ Ad hoc tasks as required
- ✓ Periodic travel to the London office will be required

Skills & attributes for success

- ✓ Highly organised with good attention to detail
- ✓ Demonstrates enthusiasm and ability to thrive in a busy department
- ✓ Flexibility of approach as there will be lots of variety within the role
- ✓ Excellent communication skills
- ✓ Active team player, but also able to work independently and on own initiative, depending on the task at hand

Qualifications & experience

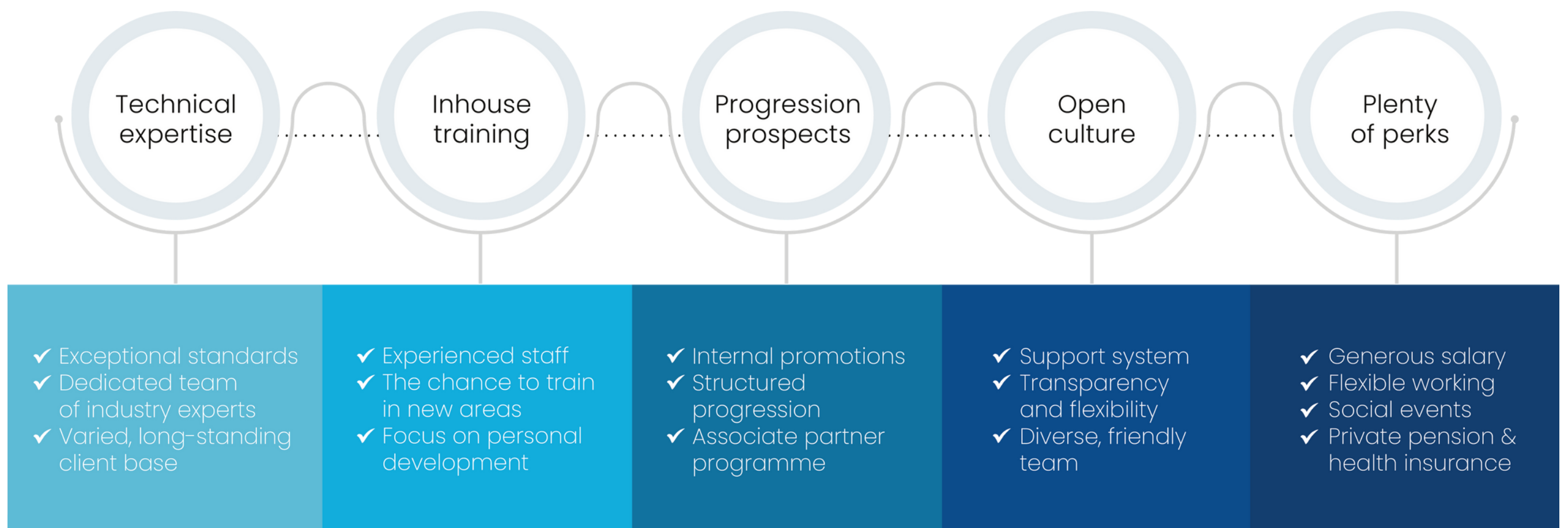
- ✓ Have previous experience within a practice environment
- ✓ Working knowledge of Xero is desirable but not essential as training will be provided



"mgr is a diverse and inclusive workplace. This will enable you to continuously develop and grow"

– SUNEI SHIN, ASSOCIATE PARTNER

What we offer



Breaking down the benefits

Work-life balance

- ✓ 25 days annual leave plus public holidays
- ✓ Annual leave increases to 26 days after 2 years and 27 days after 4 years
- ✓ Auto Enrolment Pension – Salary Sacrifice and additional NI savings added
- ✓ Buy or sell up to 3 days annual leave
- ✓ Generous bonus scheme
- ✓ Hybrid working policy
- ✓ Monthly Monday treat day
- ✓ Tuesday fruit deliveries
- ✓ Friday afternoon drinks
- ✓ Regular social events
- ✓ An inclusive, friendly team!

Health & wellbeing

- ✓ Life assurance x 4 after 1 year
- ✓ Private Medical Insurance after 1 year
- ✓ Annual eye check-up & flu jabs
- ✓ Cycle to work scheme
- ✓ Employee Assistance Programme
- ✓ Benefits Hub
- ✓ Fitness training classes via Zoom 2 days per week

Personal development

- ✓ Regular in-house training
- ✓ Support with professional qualifications
- ✓ Internal support and mentoring
- ✓ Professional subscriptions after 1 year

'Very supportive environment with everyone keen to help.'



'The partners are very approachable and understanding, and the firm is very good at developing trainees.'



'Good office atmosphere... Interesting clients!'



To apply, forward your CV to: recruitment@mgr.co.uk