



Profile for the position of Senior Accountant/Manager Sheltons Accountants (London, SW1E 6QT)

Sheltons Accountants – Accountants and Business Advisers to internationally operating businesses

A wonderful opportunity for a Senior Accountant/Manager to grow and develop, working within a small team in modern offices in London Victoria.

See also 'Appendix – what we offer'

Position

- Senior Accountant/Manager
- Salary £55,000 - £65,000 dependant on experience.

When and where

- Commencement – ASAP
- Location – London Victoria SW1

Role

- Primarily acting as hands on manager of our UK office clients, typically being smaller foreign-owned UK private companies, with most contact with the overseas head offices (the US, Australia, South Africa)
- Initially assisted by an office manager and a bookkeeper/accountant as well staff in other offices including the Sheltons Group Managing Partner, Ned Shelton and external firms as required
- The provision to clients - using internal and external support - of advice and assistance in the tax, accounting, general business and company secretarial areas, as well as attending to internal office managerial and office functions
- Working with others from Sheltons to build up a team of professionals in the office
- You would supervise and manage staff
- You would gradually become more involved in businesses development

Professional characteristics

- Essential
 - 5-8 years' UK accounting or tax experience
 - Recent experience in company tax with a UK accounting firm
 - UK Chartered Accountant (ICAEW) qualified
 - Excellent IT skills
 - Proven skills in staff and client management
 - Be able to command the respect of clients (especially Western European) with your knowledge of the UK generally, including business knowledge

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation

- Recent experience as supervisor or manager at a UK accounting firm
- An advantage if
 - You have lived and worked in another major country
 - are familiar with Sage Line 50
 - speak another major language
 - have some experience in the taxation of expats in the UK
 - have a good knowledge of VAT
 - have company secretarial experience
 - have some knowledge of UK business visa laws

Personal characteristics

- Essential
 - Ambitious, self-motivated, energetic
 - Enjoy travel and have no problems traveling abroad
 - Social, team-minded and outgoing

What we offer

- Genuine opportunities for rapid advancement
- An exciting position with a small, dynamic, internationally-orientated firm
- An opportunity to develop your skills and network
- A very international environment
- Some overseas travel and substantial interaction with clients and colleagues abroad

About Sheltons Group

Sheltons Accountants UK, is part of Sheltons Group, working exclusively with foreign business coming in to the UK and soon to be assisting UK-based business investing abroad.

We have offices in Sydney, Copenhagen (Since 1995), Malta and now London. We are looking to expand in to other countries soon.

Sheltons is an accounting and business advisory firm and is very strong in the area of international tax consulting; we run courses around the world on international tax for tax advisers and in-house tax staff of multinational corporations.

Our UK office is located in beautifully, recently renovated offices in the Victoria SW1 area of London.

Contact and applications

If this role sounds like you, please submit your cover letter and CV to:

Miss Rebecca Holliday, R.Holliday@SheltonsGroup.com

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

Our location -



What we offer
the candidate for the position of
Senior Accountant/Manager at
Sheltons Accountants
(London, United Kingdom)

- Close interaction with our clients from many countries
 - Sheltons Accountants UK work exclusively with foreign businesses
 - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe
 - All our clients plan to or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
 - Our clients operate in a wide range of business sectors
 - Variety of work
 - Primarily acting as hands on manager of our UK office clients, typically being smaller foreign-owned UK private companies, with most contact with the overseas head offices
 - Initially assisted by an office manager and a bookkeeper/accountant as well staff in other offices including the Sheltons Group Managing Partner, Ned Shelton and external firms as required
 - The provision to clients - using internal and external support - of advice and assistance in the tax, accounting, general business and company secretarial areas
 - You would gradually become more involved in businesses development
 - Clear opportunities for rapid advancement
 - Sheltons is a growing firm, with new clients and enquiries coming in every day
 - We plan to open offices in several larger countries in the near future
 - You would have the opportunity to grow rapidly with the firm
 - We would assist you in generating new opportunities and new clients
 - Your portfolio of clients would gradually grow
 - You would have the opportunity of working in one of our offices abroad
 - An opportunity to significantly develop – and to develop many skills
 - You would not only be able to cultivate your current skills but we would assist you in developing new skills
 - We would actively assist in your development – not only with your technical skills (accounting, tax, law, etc) but with your managerial skills, IT skills, etc
 - We are always very keen to assist our colleagues with external training
 - We conduct international tax training courses all over the world, some of which you would be welcome to attend
 - We are very strong in international tax and if interested we can assist you in developing knowledge in this area
 - A very international environment including some international travel
 - You would work on internationally operating clients, with extensive contact with the client's head office abroad and with the client's foreign advisers
- Accountants & Advisers to internationally operating businesses ■ Local & International Tax Advisers
■ International Tax Training (Sheltons-SITTI) ■ International Expat Relocation

- You would regularly work with your colleagues in our other offices
- With offices in London, Copenhagen and Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time as well as to visit clients from around the world
- We expect to open at least 3-4 new offices in other countries in the next 2-3 years

■ Close interaction with colleagues in offices abroad

- Sheltons is a small but growing firm with a very professional but friendly working environment
- We all work as a team and assist our colleagues when required on a daily basis
- Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.

■ An influential position in a friendly team

- We would encourage you to progress to a senior managerial level and eventually to partner
- As you develop we would expect you to have a growing influence on client-related matters and on the managerial aspects of the office
- You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status

■ A work location in modern offices in a central location

- Central. Our London office is located close to central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
- Modern. The London offices are newly established, in April 2017, and have modern facilities.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons cover lunch for all employees, the idea being out of the office and eating together.