



MANAGEMENT ACCOUNTANT

The Firm

Murray Beith Murray is one of Scotland's leading private client law firms. For over 170 years we have specialised in meeting the legal, financial and administrative needs of individuals and families, trusts, charities and private companies.

The Role

Due to expansion, we have a new role within the Firm for a Management Account to come in and support both Murray Beith Murray and the Investment Firm, Murray Asset Management UK Ltd (MAM) in their financial operations.

You will work as part of a small team carrying out a wide variety of tasks such as;- Preparing management accounts, developing KPI's, preparation and sign off of year end accounts including liaising with the auditors.

Preparing net profitability, weekly monthly cashflow, profit and loss forecasting will all be within your remit. Knowledge of Anti-Money-Laundering Regulations 2017 would be an advantage but training will be given.

A full job description is available for downloading from our website.

The Candidate

We are looking for a special type of person, someone who is engaged, proactive, highly organised and able to work autonomously and manage their own workload.

You must be comfortable learning new systems and be flexible in what you do, and enjoy rolling up your sleeves and getting on with it. Your communication skills must be excellent and you will thrive in providing, guidance and training to others.

If you have the skills and attitude to be a success in this role then we would love to hear from you.

An excellent salary is available for the right candidate who will be CIMA / ACCA / ICAEW / ICAS or equivalent qualified accountant with strong SME experience. (A qualified by experience accountant may also be considered).

Key responsibilities will include:-

- Preparation of monthly management accounts with insightful commentary.
- Generation of key business performance metrics split into group, partner and individual:-- net profitability, cashflow forecasting, financial analysis, profit and loss, budget and cashflow.
- Preparation and submission of statutory and regulatory submissions including quarterly VAT returns, FSA returns, government statistical returns, P11D submissions and PAYE settlement agreement submissions.
- Involvement in compliance projects
- Authorisation of online daily bank payments,
- In-house Companies – providing company secretarial services
- Completion of tax analysis work and preparation of draft tax computations.
- Contributing to the development of the financial controls framework including policies, procedures, guidance, training and monitoring.
- Annual Insurance renewal process for all Firm insurances
- Working with others to ensure WIP and client unbilled costs are managed effectively and efficiently.
- Assisting with the management of clients, matters and personnel on MBM's practice management system.

This list is not exhaustive and is designed to give an overview of the post.

Essential Skills/Competencies:-

- CIMA / ACCA / ICAEW / ICAS or equivalent qualified accountant with strong SME experience. A qualified by experience accountant may be considered.
- Highly organised, able to work autonomously, managing own workload and prioritising tasks to tight deadlines.
- Comfortable working in a small finance team of 5 in a growing and developing SME business. Ability and appetite to get the sleeves rolled up when required.
- Flexible, self-motivated and positive. A self-starter.
- Meticulous attention to detail, delivering accurate, reliable and timely outputs.
- Comfortable learning new systems, developing and implementing new procedures and proposing solutions for problems.
- Excellent communication skills, both written and verbal, with a customer focused approach.

If you wish to apply for this role, please send your CV and covering letter, to include your salary expectations, via e-mail to recruitment@murraybeith.co.uk or by post to: HR Generalist, Murray Beith Murray, 3 Glenfinlas Street, Edinburgh, EH3 6AQ.