

**Title:** Senior Partnership Accountant

**Department:** Accounts



## ROLE SPECIFICATION

This is a fantastic opportunity to join our Finance department that provides high-quality advice to private and commercial clients.

In view of our growing department, we aim to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

### Role Responsibilities

#### Partnership and Tax

- Preparation of Partnership and corporate tax computation for all entities.
- Reconciliation of all partners current accounts, tax reserves & capital accounts and ensuring that any discrepancies are highlighted and resolved.
- Partner loans:
  - New partner loans arrangement with the bank on a timely basis.
  - Existing capital loans uplift
  - Capital repayments
  - Loan interest servicing
- Preparation of annual partner statements, including reconciliation of partner balances between statements and the accounts system.
- Maintaining partner tax reserves and accounts. Including budget estimated tax retentions and reconciling them to Aderant (end of year tax reserve top up calculations).
- Manage HMRC payments, collating and dealing with firm's tax accountants and third-party advisors.
- Investigating differences and liaising with our external tax advisors as necessary.
- Manage partners monthly drawings process.
- Ensuring distributions are paid on time and that they are recorded correctly in the accounting system. Recently introduced Partner lock-up retentions policy.

- Dealing with partner queries in relation to their drawings payments and partnership obligations.
- Assisting with partner benefits queries and liaising with HR re benefit cover for both new and existing partners.
- Ensuring partners chargebacks are accurately processed.
- Assisting with budgeting and forecasting income and expenditure.
- Providing partners with mortgage reference letters.
- Providing partner balances for partner retirement letters including a schedule of payments due to the partner, HMRC and the bank.
- Reconciliation of retired partner balances, including repayment of balances to partners as scheduled in retirement agreements.
- Provide payroll technical (PAYE, NIC, BIK, etc...) to HR and payroll processing.
- Provide technical input into capital allowances project.

### **Statutory and management accounts**

- Provide cover and assistance with the production of accurate and timely monthly management accounts, including P&L, balance sheet, and cash flow reports.
- Assisting in preparing year-end consolidated and standalone statutory accounts in compliance with relevant accounting standards and keeping up to date with technical reporting requirements.
- Responsibility for group dormant companies accounts and filing.
- Assisting in managing and maintaining financial records, including general ledger accounts and financial statements
- Providing detailed analysis of monthly results and identifying variances.
- Perform monthly and annual financial closing activities.
- Supporting the preparation of supporting schedules for statutory audit, ensuring all information is complete, accurate, and submitted on time.

### **Treasury**

- Assisting daily and monthly cash flow reporting

### **Other Areas**

- Assist with the timely submission of VAT returns, and other regulatory filings, including ONS submissions.
- Assisting and implementing new procedures in the group.
- Ad hoc duties as required.

## PERSON SPECIFICATION

### The ideal candidate will have:

- Qualified accountant with several years' experience of working in partnership accounting or tax.
- Previous legal finance or professional services experience necessary.
- Highly visible with a flexible, positive approach and proactive manner.
- Exposure to Aderant would be advantageous but not essential.
- Strong Excel skills and the ability to collate and present management information data (pivot tables, extracting information to Excel etc).
- Demonstrate excellent attention to detail.
- Analytical and problem-solving abilities.
- Ability to prioritise and working to tight month end deadlines as well as manage workload in response to changes in business needs.
- Ability to demonstrate initiative and independence.

In addition, you will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



## BENEFITS

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office-based and home working which is a discretionary benefit depending on the role and responsibilities.

### ON JOINING

- Life assurance scheme – 5x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme – buy up to five days extra holiday per annum
- Staff introduction bonus – £1,000 - 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service – 24/7 video GP consultations

### AFTER 2 MONTHS

- Group personal pension plan of 4% - 5% employer contributions
- Matching employee contributions of 4% - 5% (automatically enrolled)
- Processed via salary sacrifice 50% of employer NI savings added to contribution

### AFTER 3 MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

### AFTER 6 MONTHS

- Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.



## Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies\* cover:

**Maternity** – We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility\*. If eligible, EMP provides 100% of your salary in weeks 1-16 and 50% of your salary in weeks 17-28. Weeks 29-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least six months from the date of your return to work before providing notice of resignation\*.

**Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to three weeks\*.

**Shared Parental Leave** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child\*.

## Adoption and Surrogacy\*

**Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children\*.

\* Full details can be found in our staff handbook, which will be provided upon offer of employment.







## Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

**Developing a diverse leadership** – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

**Attracting a diverse workforce** – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

**Engaging with everyone** in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

**Helping all our people** in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.



“As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Helen Curtis-Goulding  
I&D Partner Lead

[Click here](#)

**I&D at Fladgate**

## WELLBEING

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



- Bupa private medical insurance (optional benefit to join after six months' service)
- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app



### PHYSICAL HEALTH

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



### MENTAL HEALTH

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



### FINANCIAL HEALTH

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law



### SOCIAL & CSR