

French accountancy firm with multiple offices is developing its activity in the UK and is looking for a **French speaking Accounting Practice Manager**. The Accounting Practice Manager will manage a small team of accountants and will develop the business in the UK. As a qualified Accountant, you will be in charge of the clients' tax and statutory filing, you will also advise existing clients and potential clients about the local accounting practice. You will report to the Partner in France.

**ROLE of the Practice Manager:**

- Advising & servicing of clients on a daily basis
- Attending monthly and other ad-hoc finance meetings with clients
- Managing in-house team and junior apprentices
- Preparing / reviewing quarterly management and annual statutory accounts (both limited company and charity formats)
- Preparing / reviewing of management accounts
- Preparing / reviewing of quarterly VAT returns
- Preparing / reviewing Self Assessment Tax Returns including CGT, IHT and CIS.

**PROFILE:**

- Fluent French and English
- Qualified ACCA or ACA or finalist or QBE with a minimum of 5 years' experience in an accounting practice/firm
- Broad general practise experience needed of limited companies, sole traders, SATR's, VAT, CIS
- Knowledge of French accounting standards would be a plus
- Working knowledge of Payroll process
- Working knowledge of Sage L50 preferred (or equivalent) to produce client management accounts and maintain their books on a fully outsourced basis
- Ability to communicate professionally and efficiently face to face and by email and spoken word with all types of clients in both French and English
- Patient and thorough approach to training and developing apprentices and more junior staff on all aspects of client work
- Business development skills as part of the role is to develop the client base

**SALARY:**

Between £60k and £70k/pa negotiable plus Benefits