Green Accountancy
Chartered Certified Accountants

greenaccountancy.com
team@greenaccountancy.com

Senior Practice Accountant

ACA / ACCA | Fully remote

Job description

A client-facing role for an experienced UK practice accountant who can take ownership of accounts and tax work from preparation through to client discussion and completion.

Employer	Green Accountancy Limited
Job title	Senior Practice Accountant
Location	Fully remote within the UK; no routine office attendance
Employment	Permanent, subject to the employment contract
Reports to	The directors

About Green Accountancy

Green Accountancy is a specialist accountancy practice supporting charities, social enterprises, community interest companies and environmentally focused businesses across the UK. Our mission is to help organisations creating positive social and environmental impact achieve well-managed finances and sustainable growth.

Around 90% of our clients operate within the charity, social enterprise or sustainability sectors. We are a close-knit, supportive and established remote-working team with a strong focus on technical quality, reliable delivery, thoughtful use of technology and clear client communication.

Purpose of the role

The Senior Practice Accountant manages a portfolio of clients and delivers accounting, tax and related advisory services. This is a senior, client-facing role requiring sound professional judgement, confident communication and responsibility for seeing work through to completion.

Work should normally be prepared to a standard where director review identifies few or no substantive amendments.

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Key responsibilities

- Prepare and, where allocated, review statutory accounts under FRS 102, FRS 102 Section 1A, FRS 105 and Charities SORP.
- Prepare corporation tax computations and returns, and self-assessment tax returns where allocated.
- Review bookkeeping and prepare management accounts using Xero, QuickBooks Online and other approved systems.
- Prepare, review and submit VAT returns.
- Hold online meetings with clients to explain accounts and tax matters, resolve outstanding points and discuss financial results and future plans.
- Identify accounting issues, inconsistencies, risks and appropriate tax-planning opportunities.
- Provide clear, practical and timely support in response to client accounting, tax and general business queries.
- Manage assignments to agreed deadlines and budgets, raising delays, missing information, technical uncertainty or likely overruns at an early stage.
- Obtain records and explanations from clients and follow up proactively.
- Use cloud-based accounting, tax, document-management, workflow and communication systems accurately and consistently.
- Use AI and other modern technology thoughtfully and securely, checking outputs independently and retaining professional responsibility.

Technical and professional standards

- Prepare complete, accurate and clearly referenced working papers, with all material balance-sheet items reconciled and supported.
- Identify and deal with unusual, inconsistent or potentially problematic matters, including issues carried forward from earlier periods.
- Consider relevant planning and compliance points, including directors' loan accounts, benefits, pensions, tax deadlines and available claims or reliefs.
- Prepare client letters and emails that cover all material matters, place the important points first and explain technical issues clearly.
- Follow applicable accounting and tax requirements, professional ethics, Green Accountancy procedures, information-security requirements and quality-control processes.
- Recognise the limits of personal knowledge and obtain director or specialist input where a matter is uncertain, high risk or outside the firm's normal expertise.

Client and portfolio management

- Act as a dependable day-to-day contact for allocated clients and build constructive professional relationships.
- Keep workflow and job-status records accurate and current.
- Respond to clients and colleagues promptly and professionally, normally by the end of the next working day, even where a full answer will follow later.
- Plan assignments, request records early and raise bookkeeping questions before the final completion stage wherever practical.
- Prepare draft invoices for completed and additional work in accordance with Green Accountancy procedures.
- Balance technical quality, client service, deadlines and commercial awareness.

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Remote teamwork and working practices

- Work independently while remaining visible, responsive and collaborative within the remote team.
- Attend and contribute to scheduled online team, client, training and review meetings.
- Maintain accurate time records and complete timesheets by the end of each working day.
- Protect confidential and personal information in the home-working environment and report any security or data-protection concern immediately.
- Share knowledge, support colleagues and contribute constructively to improving procedures, templates and technology.

Qualifications and experience

Essential

- ACA, ACCA or an equivalent recognised professional accountancy qualification.
- Strong and recent experience working in a UK accountancy practice.
- Demonstrable experience preparing statutory accounts and corporation tax work for UK entities.
- Ability to take ownership of assignments and bring them to completion with limited supervision.
- Confidence leading client meetings and explaining financial and tax information clearly.
- Good working knowledge of Xero, QuickBooks Online or comparable cloud-accounting systems.
- Excellent written and verbal communication, sound judgement, attention to detail and effective personal organisation.
- Ability to work effectively within a fully remote team and the right to work in the UK.

Desirable

- Experience reviewing work prepared by others.
- Experience with charities, CICs, social enterprises or not-for-profit organisations.
- Experience preparing management accounts and discussing results with clients.
- An interest in sustainability, social impact, ethical business, carbon accounting or environmental reporting.

What success looks like

- Takes ownership of jobs and sees them through to completion.
- Produces accurate work requiring minimal substantive amendment following review.
- Communicates clearly and professionally with clients and colleagues.
- Identifies issues proactively rather than simply processing information.
- Manages deadlines, budgets and client expectations effectively.
- Maintains organised and well-supported working papers.
- Works reliably and collaboratively within the fully remote team.
- Uses technology, including AI, thoughtfully and responsibly.
- Is open about errors or uncertainty and acts constructively on feedback.

Development opportunities

The role offers the opportunity to develop experience in charity SORP accounts, community interest companies, social enterprises, Finance Partner and management accounting services, advisory work for mission-led organisations, carbon accounting reporting.

Benefits and working environment

- Genuine 100% remote working with no routine office attendance or daily commute.
- Flexible working arrangements, subject to client, team and business requirements.
- Private medical insurance and workplace pension, subject to the applicable terms and policies.
- High-quality computer and home-working equipment.
- A friendly, experienced and collaborative team with direct access to the directors.
- Training, continuing professional development and varied work with purpose-driven organisations.

Scope and status of this job description

This document describes the role's core purpose, responsibilities and expected standards. It should be read alongside the employment contract, written statement of employment particulars, staff policies and Green Accountancy procedures.

The responsibilities are not exhaustive. The role holder may be asked to undertake other reasonable duties consistent with the role, skills and needs of the business. Green Accountancy may make reasonable changes to the role or this job description following appropriate consultation. Contractual terms, including probation, are governed by the employment contract.

Employee name:	**Date:**
Signature:	
For Green Accountancy Limited:	**Date:**

Our mission is to help purpose-driven entities have well-managed finance.