



JOB SPECIFICATION

Job Title:	Cloud Accounting Supervisor
Skill Group:	Business Services
Location:	Glasgow
Reporting to:	Directors and Skill Group Managers

Role Specification

Main purpose of the role:

Being a key member of the cloud accounting team and working together with your colleagues in the development of the Business Services Skill Group. A major part of your role will be to work at a high level on cloud accounting and MTD related matters, including client training and demonstrations, and supervising and training internal staff. Working alongside your peers, you will undertake assignments across a varied portfolio of clients. You will undertake a broad role to ensure that delivery of client commitments is met.

You will have three plus years' experience with a strong bookkeeping background and with good VAT knowledge. Good communication skills and the ability to build strong working relations both within the firm and externally with clients is required. Self-motivated and able to work to tight deadlines, you will have excellent interpersonal, presentation and organisational skills together with an ability to understand and respond promptly to clients' needs. Your contribution within a cloud leading role and your ability to interact and present to clients on cloud related packages must be evident.

Main Responsibilities

- To take a lead role in driving the firm's cloud accounting strategy.
- To assist with client training and demonstrations of cloud accounting packages.
- To supervise and train internal staff on cloud accounting packages and related applications.
- To undertake review of VAT returns and bookkeeping work prepared by team members.
- To assist clients with bookkeeping and technical queries.
- Ensure quality and accuracy of the work produced by the team that will deliver an efficient and effective service.

Additional Responsibilities:

- Ensure that technical skills are maintained at all times at the relevant level via professional or internal training.
- Demonstrate capability and aptitude in accounting across a variety of sectors and client types in order to ensure workloads are manageable within the Skill Group.
- Keep engagement partners and / or managers adequately informed of progress on engagements and cloud related projects.
- Ensure completion of relevant file schedules including budget variances.
- Assist with planning workload across the team to ensure all relevant deadlines are met.
- Attend to VAT registration and deregistration for clients.

This list is not exhaustive and we reserve the right to vary and amend these in line with your development, progression and/or other business related purposes.

Measures of Effectiveness in the Role:

- Shows an active interest in the development of the cloud accounting function and the desire to continuously develop in the role.
- Consistently brings work to successful conclusions, meeting agreed deadlines within time budgets and maintaining good staff and client relations.
- Provides consistently accurate work, whilst observing the timelines and workload assigned.
- Has respect of colleagues and confidence of clients, managers and partners.
- Ensures, where appropriate, concurrent assignments are completed, and demonstrates effective time management and priority setting.

Personal Specification

Experience:

- 3+ years' experience in an accounting role within a professional practice
- Proven record of leading cloud related projects or working within a cloud accounting role at a senior level.
- Certified in Xero and/or QBO is essential.
- Experience of working in a team and reviewing the work of others.
- Ability to think laterally and imaginatively to seek to enhance the service provided to clients
- Proven ability to adapt quickly to changing deadlines and priorities

Personal Attributes:

- Strong organisation and presentation skills
- Good problem solving skills and attention to detail
- Excellent communication skills
- Ability to work on own initiative
- Proactive in identifying practical solutions to internal and client issues
- Ability to work efficiently and proactively prioritising to recognise work scheduling and deadlines
- Be highly confidential and professional