

Accounts Manager for Accountancy Practice, Romford, Essex, United Kingdom

Job Role: **Accounts Manager**
Contract: **Full time**
Schedule: **Monday – Friday Full-Time (37.5 hours per week)**
Salary: **£42,000 to £45,000 per annum**
Location: **Romford, Essex, United Kingdom**
Closing Date: **24th April 2026**

Company Overview

Join a Decade of Excellence with **Phoenix Accountancy**

A well-established UK-based accountancy practice with over decade of proven expertise, we have built a strong reputation for delivering trusted, high-quality advisory and compliance services. With a solid presence in the UK and a growing international footprint, we operate from our London headquarters alongside our expanding office in Vadodara, India.

Our integrated UK–India model enables us to deliver efficient, scalable, and cost-effective solutions to a diverse and growing global client base, while maintaining the highest standards of quality and regulatory compliance.

As part of our strategic growth agenda, we are actively pursuing the acquisition of accountancy practices and complementary businesses, further strengthening our market position and enhancing the breadth of our service offering.

At Phoenix, we are committed to delivering timely, insight-led services while fostering a collaborative, inclusive, and high-performance culture. We believe in empowering individuals to reach their full potential, creating opportunities for growth regardless of background, gender, race, or ethnicity.

We are currently seeking ambitious, self-driven professionals to join our dynamic team. This is an excellent opportunity to contribute to the efficient delivery of services, support UK regulatory compliance, and play a key role in the continued success of a forward-thinking and rapidly expanding organisation.

Why Join Us?

- Full training provided in communication, accounting software, and business processes
- Inclusive and growth-oriented work culture
- Opportunity to work with international clients and standards
- Career development and mentorship opportunities



Phoenix Accountancy is a trading name of Phoenix Accountancy Service Ltd.
Registered in England and Wales registered number: 8778431 | VAT Reg. No.: GB 177193087
AAT membership No. 20426289 | Data Protection Registration No. ZA779581
T: +44 (0)2079 932 737 | E: accountants@phoenix-accountancy.co.uk | www.phoenix-accountancy.co.uk



What is my role?

We are seeking an experienced Accounts Manager to join our accounting practice. This role will oversee client accounting operations, manage financial reporting, and coordinate documentation for insurance and mortgage assessments. You will also supervise junior staff, ensure compliance with UK accounting and regulatory standards, and maintain strong professional relationships with clients, insurers, and mortgage advisers.

Duties

- Act as the primary contact for assigned clients, ensuring timely delivery of accounting and financial services.
- Prepare and analyse financial reports and statements, such as income statements, balance sheets, cash flow statements, etc.
- Provide financial advice and guidance to customers and associates of the company.
- Liaise with insurers, mortgage advisers and lenders to clarify financial information and support client applications.
- Review client financial histories to identify risks, discrepancies, or compliance issues relevant to insurance and mortgage assessments.
- Ensure all client files meet AML, KYC, GDPR, and HMRC compliance standards.
- Supervise and allocate workloads, monitor performance, and provide training to improve technical capability and service quality to Junior and Administrative Staff.
- Ensure secure digital record keeping and data management in line with company policies.
- Lead the analysis of complex financial and business data, delivering clear accounting recommendations, particularly in relation to reinsurance and new business initiatives.
- Oversee the development and enhancement of reinsurance accounting processes, ensuring alignment with current regulations and evolving industry standards.
- Drive continuous improvement initiatives by identifying process optimisation opportunities and implementing robust quality assurance controls to ensure the accuracy and integrity of financial information.
- Support and lead the implementation of the target operating model for reinsurance accounting, ensuring effective integration across functions.
- Manage the end-to-end delivery of accounting workstreams within transformation projects, including requirements gathering, review, validation against system designs, and successful transition into business-as-usual (BAU) operations.



Qualification and skills

- Minimum Bachelor's in Management/ Finance/ Commerce required
- Experience working in business accounting and finance
- Advanced proficiency in Microsoft Excel, including formulas and data analysis
- An independent self-starter with the ability to get things done
- Ethical and professional conduct
- Leadership and teamwork abilities

What Makes You a Great Fit at Phoenix?

- **Business Focused Delivery:** Understands business operations and aligns work accordingly
- **Influential Communication:** Communicates persuasively with internal and external stakeholders
- **Planning & Prioritizing:** Organizes work into actionable plans with clear timelines
- **Proactive Mindset:** Takes initiative and anticipates challenges
- **Can-Do Attitude:** Stays positive and solution-oriented

Application Instructions

Please send your CV along with a covering letter explaining why you would be a great fit for Phoenix Accountancy to:
jobs@phoenix-accountancy.co.uk



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