

Senior Accountant for UK Accountancy Practice, Vadodara, Gujarat, India

Job Role: **Senior Accountant**
Contract: **Full time**
Schedule: **Shift Schedule 3 [\(See last page for timings\)](#)**
Salary: **INR 3.50 lacs OR Depending on Experience**
Location: **Vadodara, Gujarat, India**
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?

- Gain hands-on experience with UK accounting and compliance while based in India.
- Work on high-value clients, enhancing your technical expertise and career progression.
- Learn from a supportive and growth-focused international team.
- Opportunities for professional development and UK accounting certifications.



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



- Full training provided in communication, accounting software, and business processes
- Inclusive and growth-oriented work culture

What is my role?

As a **Senior Accountant**, you will manage UK client accounts, prepare statutory and management reports, and support audits and tax submissions. You will work closely with UK clients, providing insights, resolving queries, and ensuring compliance with all UK accounting and regulatory standards **from our India office**.

This is not just an administrative role — it is a strategic support position that ensures the Director's time is optimally managed, while overseeing core back-office operations, compliance, and coordination efforts between our India and UK offices.

Duties

- Prepare monthly, quarterly, and annual accounts in line with UK GAAP/IFRS.
- Maintain and review general ledgers, reconciliations, and financial statements for multiple clients.
- Support UK statutory compliance, including Companies House filings, annual returns, VAT submissions, payroll processing, corporation tax, and individual tax returns.
- Assist with management reporting, including P&L analysis, balance sheets, and cash flow reporting.
- Prepare and review VAT calculations, filings, and compliance documentation.
- Manage client payroll, ensuring accurate processing, reporting, and statutory compliance.
- Prepare UK individual tax returns and liaise with clients on personal tax matters.
- Collaborate with auditors during statutory audits, preparing schedules and answering queries.
- Identify opportunities for process improvements and automation within accounting workflows.
- Mentor and guide junior staff, ensuring work quality and professional development.
- Communicate clearly with UK clients on accounting, payroll, VAT, Companies House filings, and tax matters, providing actionable insights.
- 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.
- 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.
- 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.

Qualification and skills

- Bachelor's degree in accounting, Finance, or related field (master's preferred)
- CPA, ACCA, CA, or equivalent certification (completed or in progress)
- 2–5 years' experience in an accounting practice handling UK clients
- Proficient in accounting software (e.g., QuickBooks, Xero, ERP, Tally, Zoho)
- Must have knowledge of Advanced Excel skills (pivot tables, formulas, etc.), Other Microsoft Tools
- An independent self-starter with the ability to get things done

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

Shift	Days	Shift Time IST	Shift Time GMT
1	Monday-Friday*	10:00 AM to 07:00 PM	05:30 AM to 01:30 PM
2	Monday-Friday*	12:00 PM to 09:00 PM	07:30 AM to 04:30 PM
3	Monday-Friday*	01:00 PM to 10:00 PM	08:30 AM to 05:30 PM
Same for All	Saturday**	01:30 PM to 06:00 PM	09:00 AM to 01:30 PM
*Includes 1 hour of unpaid lunch break			
**Includes 30minutes of unpaid lunch break			



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