

## **MANAGEMENT ACCOUNTANT (FULL TIME) LEEDS BASED**

Urquhart-Dykes & Lord LLP is a leading UK based firm of Patent and Trade Mark attorneys. We are seeking a Management Accountant to join our HUB team in Leeds. HUB are responsible for all the crucial functions that keep our Firm running smoothly, including Accounts, HR, IT, Marketing and IP Formalities.

We pride ourselves on being a forward thinking employer and are always looking at ways we can improve the contribution HUB make and the benefits we can offer to our employees. This is an ideal opportunity for the right candidate to get involved in shaping the direction the Firm takes in the future.

You will be working as part of our busy Accounts team reporting directly to the Head of Finance. Experience of working as part of a busy team would be beneficial and a willingness to share in team admin tasks is very important. A proven record of team supervision would be beneficial, but not essential, as you will act as the intermediary between the wider accounts team and the Head of Finance, who will support you in performing that role.

You should be a self-starter, willing to get involved and want to learn and develop new skills. You will be commercially aware and willing to offer input into medium and long term strategies for moving the Firm forward. Attention to detail, organisation and strong communication skills are essential.

We encourage a good work/life balance at UDL and whilst the working day is busy, we do not expect long hours or overtime (except in rare, exceptional circumstances such as financial year-end). We offer a relaxed working atmosphere with excellent facilities in the Arena Quarter of Leeds.

The position carries an attractive package of competitive salary (based on experience and qualification), 25 days holiday (plus Bank Holidays), a discretionary bonus scheme at financial year end and Christmas, life assurance, PHI and pension scheme, Travel Loans, Cycle to Work Scheme and other benefits available through our Reward Portal.

Please find the full specification and duties expected within the role, on the following pages. Please quote ref **LDS-MA1** on your application. Closing Date: **Ongoing until position filled.**

**If you are interested, please send your CV and covering letter, in confidence, to:**

**Samantha Chambers**  
**Head of HR & Practice Management**  
UDL Intellectual Property  
Arena Point  
Merrion Way  
Leeds LS2 8PA  
**E-mail: [careers@udl.co.uk](mailto:careers@udl.co.uk)**

## **JOB DESCRIPTION**

Our attorneys work with small, medium and large corporations, universities, research bodies and individuals in obtaining, protecting and exploiting their Intellectual Property, both nationally and internationally. Our clients benefit from local support backed up by the resources and international expertise of a major specialist Intellectual Property firm.

### **Role**

You will be involved in playing an integral part of the day to day smooth running of the finance department and supporting the Head of Finance with the development and implementation of the Firm's medium to long term strategy. You will be reporting directly to Head of Finance and have some supervisory responsibility for a small team of Accounts staff.

We anticipate this will be a role that evolves over time as we take on more projects to raise the profile of the Firm, update existing systems and processes and also drive the agenda for growth. The duties within this role will include (but not be limited to):

- Timely preparation of accurate management accounts, financial analysis / review of performance against budget and investigating variances
- Ensure all monthly balance sheet reconciliations are performed and accurately reported
- Reconcile monthly payroll costs
- Responsible for the day to day accounting and financial management
- Oversee the credit control function and client take-on procedures
- Production of year-end accounts in line with FRS 102 and LLP SORP
- Assist with the day to day supervision of the Accounts team (4 people) including training on systems, answering queries and input into performance evaluations
- Produce the Audit pack and liaise with auditors
- Assist in the production of annual budget and cash flow forecast
- Prepare and submit quarterly VAT returns and monthly intrastate returns on time
- Responsible for setting up clients on the e-billing system and on-going monitoring
- Ensure Client account is regularly updated and maintained in line with agreed procedures
- Undertaking any other duties relevant to the key tasks and responsibilities identified by the Head of Finance
- Proactively seeking to maintain and improve all financial controls, ensuring the processes are fully documented, frequently reviewed, updated, communicated and adhered to, as appropriate

This is a brand new role at UDL and is a great opportunity for a pro-active candidate to build on the above responsibilities over time and help shape the direction the Firm and the team takes.

In addition to these duties, the jobholder will be required to perform other tasks from time to time, in accordance with the level of training, skills and abilities of the job holder to ensure the smooth and efficient running of the office. Training will be provided to the job holder so that they can develop an understanding of the legal framework underlying patent system, and of the work, aims and objectives of the business.

## Person Specification

<b>Qualifications</b>	Qualified or Finals Standard Part-Qualified CIMA /ACCA /ACA, but good QBE's considered
<b>Experience/Technical</b>	<p>A Solid background of financial accounting with management accounting experience and strong analytical view together with good written communication skills</p> <p>Experience gained within the legal or other professional services sectors with their time management systems preferable</p> <p>IT literate with an emphasis on financial systems, spreadsheets, and Excel</p> <p>Experience in Sage 1000 would be desirable but training can be provided</p>
<b>Personal Skills</b>	<p>Good interpersonal skills with some experience of supervising and managing staff Highly methodical, self-motivated and well-organised with excellent attention to detail</p> <p>Able to work with minimum supervision to meet deadlines</p> <p>Understands the importance of accuracy in all tasks and work produced</p>
<b>Motivation</b>	<p>Highly organised, self-motivated, resilient and flexible</p> <p>Reflects on personal and team goals and re-assesses priorities where needed</p> <p>Demonstrates a desire to learn and seeks opportunities for personal development</p> <p>Is energetic and proactive in approach to operational and team issues</p>
<b>Communication</b>	<p>Ensures clear communication across the team</p> <p>Able to listen, question and clarify information and instructions and respond accordingly</p> <p>Demonstrates a high standard of written and verbal communication including grammar, spelling, punctuation and document preparation</p> <p>Is open and honest and shares information across the team</p>
<b>Effective relationships</b>	<p>Able to provide a positive influence on team and office morale</p> <p>Demonstrates support and diplomacy in order to build strong working relationships</p> <p>Recognises the needs of the team and responds accordingly</p>
<b>Teamwork</b>	<p>Able to work as part of a team providing support to attorneys and to co-operate with other support staff</p> <p>Seeks input and feedback from the team</p> <p>Able to recognise the needs of the team and respond appropriately to gain their trust and confidence</p> <p>Supports group decisions and puts group goals ahead of own goals</p>
<b>Organisation</b>	<p>Can manage own time and complete multiple tasks / assignments with competing deadlines</p> <p>Confident organisational skills with the ability to plan and coordinate schedules.</p>
<b>Problem solving</b>	<p>Deals with problems and finds solutions within the team to support the firm's objectives</p> <p>Can consider problems in a creative manner and seek alternative methods to achieve an acceptable outcome.</p>
<b>Safety and accountability</b>	<p>Take personal responsibility and ownership for the accuracy of all work produced</p>