

### **Outsourced Finance Services Assistant**

As a Harlands Outsourced Finance Services Assistant, you will be responsible for helping clients in the North East and beyond to build a better business. You will be joining Harlands at a very exciting time: although we are a relatively small team of 20+, we are en route to implementing a strategy that ensures Harlands is one of the best places to be.

At Harlands, our Mission is to constantly evolve the role and perception of an Accountant and we are looking for people who are passionate about just that.

### **As an Outsourced Finance Services Assistant, a typical day might include:**

- Compliance – Cloud accounting, bookkeeping, company secretarial, VAT and personal tax returns
- Advise a client on how to move their finance system to the cloud and help to migrate their data
- Meet up with other team members as part of a working group that is tasked with implementing internal strategy
- Give a customer that you know are struggling a call.... just because you know it can be lonely as a business owner sometimes

### **This role might be for you if:**

- You want to part of a business that has a clear mission and vision
- You like making an impact – one of our key performance indicators is our clients growth
- You enjoy having a large amount of autonomy and flexibility. You will largely be required to manage your own workload
- You enjoy learning, problem solving and thinking outside the box
- You are comfortable challenging colleagues and customers respectfully in order to get the best outcome
- You enjoy being part of a team
- You are results focussed

### **Personal Development**

If we are to evolve the role of an Accountant in to an Advisor, development is key. Alongside quarterly performance reviews and your professional exams, you will receive internal and external support to hone your business advisory skills.

### What else?

Every member of our team is key in executing our exciting yet ambitious growth strategy. Two key ways you would be involved in this:

- Working groups are a key way for us to implement large projects. You will have the opportunity to chair, project manage or plan key projects alongside your team mates.
- You will also attend weekly huddles of which the purpose is to share financial and non-financial performance of the business. Some of our company performance measures are Gross Profit, Net Promoter Score, Gross Value Add and New Clients.

### Some essentials

- Be PQ or wishing to study towards ACCA/ACA qualification
- A minimum of three years' experience within an Accountancy practice
- Competent and enjoy using cloud accountancy packages
- Enjoy a fast paced environment