

Part-Time Financial Controller – Property Holding Company

Description

Location: Holborn, Central London (WC1)

Days: 3–4 days per week

Rate: £400–£500 per day

Type: Part-time, ongoing

Role

Accountancy Capital is recruiting a part-time Financial Controller for a well-established, privately owned property holding company in Holborn, Central London.

This is a hands-on role for a qualified accountant who enjoys running a finance function day to day. You'll own the accounts for a portfolio of property interests, from transaction processing and reconciliations through to management accounts, VAT and year-end. You'll also act as the main point of contact for the group's external accountants and auditors.

You'll also prepare self-assessment income tax returns, which makes the role well suited to someone who combines property accounting with personal tax experience.

The role is 3–4 days a week from the client's Holborn office. It gives a seasoned Financial Controller or senior accountant real ownership and variety, with a flexible working pattern.

Responsibilities

- Run the day-to-day accounting across the group's companies, including purchase and sales ledgers, rental income, service charges and expenses.
- Carry out bank, intercompany and balance sheet reconciliations accurately and on time.
- Prepare and submit VAT returns, including property-specific VAT matters such as the option to tax and partial exemption where relevant.
- Produce monthly or quarterly management accounts with clear commentary for the owners and directors.
- Manage cash flow, including forecasts, payment runs and liquidity reporting across the portfolio.
- Prepare year-end working papers and supporting schedules for the external accountants.
- Coordinate the year-end and audit process, acting as the main contact for auditors and advisers.
- Prepare and file self-assessment income tax returns, working with the external advisers as needed.
- Keep accounting records and controls well maintained in Sage 50, and suggest process improvements where they help.
- Deal with ad hoc finance, tax and administrative queries from the owners and directors.

Hiring organization

Accountancy Capital

Employment Type

Part-time

Beginning of employment

1st November 2026

Duration of employment

Perm

Industry

Property

Job Location

London, South East, United Kingdom

Working Hours

9-5

Base Salary

£ 400 - £ 500

Date posted

October 8, 2026

Valid through

31.10.2026

Qualifications

- Qualified accountant (ACA, ACCA or CIMA), or qualified by experience at a similar level.
- Proven experience as a Financial Controller, Finance Manager or Senior Accountant, ideally in property, real estate or a family office.
- Strong working knowledge of UK VAT, ideally including property VAT.
- Hands-on experience preparing self-assessment income tax returns. ATT or CTA would be an advantage.
- Confident preparing management accounts, cash flow forecasts and year-end files.
- Experience working with external accountants and auditors.
- Sage 50 experience is strongly preferred, plus good Excel skills.
- Organised, discreet and comfortable working independently in a small, owner-managed business.

Job Benefits

- Day rate of £400–£500, depending on experience.
- Part-time, 3–4 days a week, giving a good work–life balance.
- Ongoing engagement with a stable, established property business.
- Central London office in Holborn, well served by Holborn and Chancery Lane Underground stations.
- Broad, hands-on remit with direct access to the owners and decision-makers.
- The chance to bring structure and improvements to a small finance function and make it your own.