

Practising Accountant – Outsourced Finance Function for a London Property Company

Description

Location: Holborn, London WC1 (hybrid: 3 office days a week)

Fee: £60,000–£72,000 a year, paid as a fixed monthly fee of £5,000–£6,000 plus VAT

Contract: 12 months, renewable, one month's notice

Ideal for: ACCA, ACA or CIMA practitioners running their own firm

Role

Accountancy Capital is recruiting a practising accountant to take full responsibility for the finance function of a London property company in Holborn. The engagement is offered as a contract for services to your own practice, either a limited company or a sole-trader firm. It is not an employed or umbrella role.

The company has a compact property portfolio but finance needs that go well beyond a typical property SPV. It has tenants to invoice, three currencies to reconcile, its own payroll and pension scheme, a statutory audit and a group of directors and seconded staff who need personal tax returns. It currently uses an external accounting firm and wants to bring everything under one trusted, qualified practitioner who is on site regularly.

You'll set your own working methods and timetable against agreed deliverables and statutory deadlines, reporting to the Finance & Services Manager as contract manager. You'll be in the office three days a week, timed around month-end, audit and filing dates, and work remotely otherwise.

If you run a small practice and want a long-term, varied client with genuine scope and a stable monthly fee, this is a strong fit.

Responsibilities

Lead a smooth handover from the current external accountant and document clear accounting procedures for the business.

Keep the Sage 50 ledgers complete and up to date, coding and checking supplier invoices before they go for approval and payment.

Reconcile GBP, EUR and USD bank accounts monthly, along with debtors, creditors, VAT, payroll, accruals, prepayments and intercompany control accounts.

Manage tenant billing: quarterly rent, service charge and insurance recharges, monthly statements and chasing overdue balances.

Deliver monthly management accounts with clear variance commentary for senior management.

Build and maintain the annual budget and cash flow forecasts, and flag opportunities to improve cash flow or place deposits.

Prepare submission-ready FRS 102 accounts and the Directors' report, assemble the audit file and handle auditor queries.

Support the Company Secretary with the confirmation statement, dividend paperwork and Companies House filing.

File MTD VAT returns, including the partial exemption annual adjustment and any Capital Goods Scheme adjustments.

Hiring organization

Accountancy Capital

Employment Type

Part-time

Beginning of employment

1st December 2026

Duration of employment

12 months

Industry

Property Development

Job Location

London, South East, United Kingdom

Working Hours

9-6

Base Salary

£ 5,000 - £ 6,000

Date posted

October 17, 2026

Valid through

30.11.2026

Complete the corporation tax return, computations and iXBRL accounts, and advise on instalments, deadlines and penalties.

Prepare SA100 returns for directors, seconded employees and staff who need to file, including residence pages and Statutory Residence Test reviews, and keep a register of filing and payment deadlines.

Run the monthly payroll and RTI, payroll year-end and any P11Ds, and liaise with the pension scheme administrators.

Act as the finance point of contact for the auditors, advisers, managing agents, banks and HMRC.

Qualifications

ACCA, ACA (ICAEW or ICAS) or CIMA qualified, in good standing and CPD-compliant.

Running your own accountancy practice with an AML supervisor, professional indemnity insurance and HMRC agent registration in place.

Three or more years post-qualification, running SME accounts end to end as lead or sole accountant.

Confident user of Sage 50 Accounts and Sage payroll.

Solid track record across UK statutory accounts, audit preparation, VAT, corporation tax, personal tax returns and payroll.

Strong Excel skills, including lookups, pivot tables and reconciliations. A practical Sage and Excel test forms part of the interview.

Strong control mindset around segregation of duties, audit trail and confidentiality.

Useful extras: commercial property accounting, foreign currency and intercompany work, partial exemption, non-dom or internationally mobile personal tax, and an FCCA, FCA, FCMA, ATT or CIPP qualification.

Job Benefits

A fixed monthly fee of £5,000–£6,000 plus VAT, invoiced in arrears.

A 12-month engagement with renewal by agreement.

Freedom to run the work your way, with no set hours and a right of substitution.

A hybrid pattern of three days in a Holborn office and the rest remote.

Real variety across bookkeeping, management reporting, tax, payroll and year-end, all for a single, well-organised client.

A clear reporting line to an experienced Finance & Services Manager.

Apply through Accountancy Capital with your CV and practice details, quoting "Practising Accountant – Holborn".