

KINGSLEY NAPLEY

Job Description

Title:	Partnership Accountant
Hours:	9.30 am to 5.30 pm, and as required, flexible applications welcome
Working week:	Three days per week
Responsible to:	Financial Controller
Department:	Finance
Purpose of job:	You will take primary responsibility for all aspects of the partnership accounting function, including the management of partner current accounts, drawings, and tax-related matters. This role serves as the point of contact for partners on financial queries and works closely with external advisors to ensure the timely and accurate preparation of the annual partnership tax computation. With a strong focus on precision, organisation, and stakeholder engagement, this role is critical in ensuring the smooth operation of partner financial affairs, contributing to both regulatory compliance and a positive partner experience.

Key responsibilities will include:

Partner Accounting & Reporting:

- Maintain and reconcile individual partner current accounts against the general ledger and management accounts
- Coordinate partner drawings and liaise with the People & Culture team regarding changes to working patterns and benefits
- Prepare and organise payments for profit distributions
- Prepare annual profit-sharing calculations and points revaluations
- Produce and distribute periodic partner account statements and annual tax memos

Tax:

- Liaise with external tax advisors to support the preparation of the annual partnership tax computation within agreed timescales
- Provide required financial data to firm accountants for individual partner tax returns
- Ensure timely and accurate payment of partner tax liabilities
- Perform tax equalisation calculations on a cessation-accounting basis
- Monitor changes in tax legislation affecting partnerships and communicate implications to partners

Partner Lifecycle Management:

- Oversee onboarding and offboarding processes for partners, including initial financial setup and exit reconciliations
- Coordinate capital contributions, ensuring compliance with partnership agreements
- Calculate and process partner commissions

Stakeholder Engagement & Other:

- Act as the primary point of contact for partners regarding financial queries
- Coordinate charitable donations on behalf of the partnership, including completion of Gift Aid documentation
- Reconcile partner benefit deductions
- Lead improvements in partner statement production
- Undertake additional duties as required

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Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Partnership Accountant

	Essential
Education/Qualification:	Qualified through experience or qualified accountant (ACA/CIMA/ACCA)
Knowledge and Technical Ability:	- Knowledge and experience with partnership accounts and tax principles is essential - Experience of working in a professional services environment (legal sector is desirable but not essential) - Comfortable working with and analysing data - Presents information in a clear, logical and structured manner - Ability to work under pressure with minimal supervision in demanding situations - Takes responsibility for their own work and is able to handle multiple tasks simultaneously and prioritise accordingly - Able to use initiative and progress projects independently - Effective organisational skills and time management, delivering work in line with deadlines with excellent attention to detail - Continually develops their own knowledge and skills to meet the demands of the role by working keeping up with best practice
Client Care:	- Acts as a trusted point of contact within the team and deals with others in a professional manner - Ability to quickly establish effective working relationships across the firm, but in particular with key stakeholders - Ability to problem solve and remain calm under pressure - Actively listens to understand; questions and challenges ideas appropriately - Conveys ideas, facts and opinions in clear and understandable terms - Diplomatic and able to give constructive feedback to stakeholders - Responsive and supportive with internal stakeholders across all levels.
Firm wide skills:	- IT literate in MS Office overall, and intermediate/advanced level in Excel - Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions - Strong analytical and logical problem-solving skills - An awareness of the importance of client confidentiality, information security and data protection - Promotes the sharing of best practice and knowledge across the firm
Attributes:	- Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding - A team player with a flexible approach and a willingness to work with others and across the firm as needed - Encourages an open culture of feedback and improvement - Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills - Adopts a positive and open 'growth mindset' to change

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All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.