

Senior Manager, Surrey

Surrey • Permanent, Full-Time • £65,000 – £75,000

Hours of Work	Full-time, Monday to Friday. Hybrid – 3 days in the office and 2 days from home.
Responsible to	Director
Responsible for	General client portfolio, staff management and day to day queries from client and staff.
Key Relationships	Director · Associate Director · Senior Manager, London · Surrey team · Clients

Role Summary

Rock Tax & Accounting is a well-established and forward-thinking accountancy practice, known for delivering high-quality accounting, tax and compliance services to a diverse and growing client base. We combine strong technical expertise with a modern, client-first approach, and we're investing further in our audit, accounting and tax function as the firm continues to grow.

We're looking for an experienced, qualified Senior Manager to lead our Surrey-based accounting and tax team and their client portfolio. You'll take ownership of compliance and client relationships across the Surrey office, while working in close partnership with our Senior Manager in London to ensure a consistent, firm-wide approach to service delivery.

This is a genuinely collaborative leadership role. You and your London counterpart will coordinate regularly, share knowledge, and flex resource across both sites, reallocating work and clients where helpful, and providing cover and support for one another during busy periods, leave, or unexpected absence, so that clients always experience continuity of service, whichever office is handling their affairs.

Key Responsibilities, Tasks and Activities

Leadership & Team Management

- Lead, manage and develop the Surrey accounting team, building a high-performing group of professionals and accountants.
- Own the day-to-day running of the Surrey portfolio, ensuring workloads are planned effectively and deadlines are consistently met.
- Set clear standards and ways of working that align with the firm's wider approach to tax and compliance.
- Work collaboratively with the audit team on clients requiring audit services.
- Assist with the resolution of accounting and tax issues arising during audits.

Cross-Site Collaboration (Surrey & London)

- Work closely with the Senior Manager in the London office as genuine peers, coordinating regularly to keep both teams aligned.
- Reallocate work and clients across the Surrey and London teams as needed, based on capacity, expertise and client requirements.
- Provide mutual cover and support with your London counterpart during periods of leave, high demand or staff absence, so client service is never disrupted.
- Share best practice, technical updates and lessons learned across both sites to raise standards firm-wide.

Advisory & Technical Delivery – Accounting & Tax

- Ensure the quality of output from the accounting team, ensuring compliance with UK GAAP.

- Provide high-quality general advisory services, helping clients achieve tax efficiency while remaining fully compliant.
- Develop and deliver tailored tax strategies for clients, balancing risk management with commercial pragmatism.
- Stay current with changes in financial reporting and tax legislation, ensuring the firm's advice and processes reflect the latest rules and guidance.

Compliance & Risk Management

- Oversee compliance activity for the Surrey portfolio, ensuring adherence to statutory and regulatory requirements.
- Maintain and refine compliance protocols alongside the wider team, minimising risk across the firm.
- Support the delivery of training so staff at all levels understand compliance requirements and best practice.

Client Relationship Management

- Build and maintain strong, trusted relationships with clients, acting as a senior point of contact for tax, accounts and compliance matters.
- Identify opportunities to add value for clients and support business development through proactive, cohesive service across sites.

Portfolio & Commercial Management

- Take overall responsibility for the financial and operational performance of the Surrey client portfolio.
- Ensure work is completed within agreed budgets and timescales.
- Identify opportunities to increase the range of services provided to existing clients.
- Support the Senior Manager in London with new opportunities and proposals.
- Maintain strong client retention and proactively address client concerns.
- Review work carried out by team members.
- Client identification and verification, ensuring Anti-Money Laundering compliance is maintained correctly
- Ensuring ongoing risk assessments are completed.

People Development

- Mentor and support the growth of team members, from onboarding through to ongoing career development.
- Foster a collaborative, positive working culture that encourages knowledge-sharing and continuous improvement, including between the Surrey and London teams.

Person Specification

Experience

- Significant post-qualification experience in tax and compliance management, ideally gained within an accountancy practice.
- Proven track record of leading and developing accounting teams, with a strong focus on client service and strategic tax planning.
- Experience managing compliance functions and ensuring adherence to statutory and regulatory requirements.
- Comfortable working collaboratively across multiple offices or teams, with the flexibility to reallocate work and support colleagues as needed.
- Demonstrated leadership skills, with the ability to inspire, motivate and develop professionals at all levels.

Skills & Qualifications

- ACA or ACCA qualified.
- In-depth, up-to-date knowledge of UK GAAP and UK tax law, regulation and compliance requirements.
- Proven ability to build and manage high-performing tax and compliance teams.
- Strong relationship-building and communication skills with clients, colleagues and peers across sites.
- Proficient with accounting and tax software (e.g. Iris, Xero, QuickBooks) and the Microsoft Office suite.
- Excellent written and verbal communication skills.
- Strong organisational skills, with good attention to detail and time management.

Key Competencies

- Leadership
- Collaboration and teamwork across sites
- Self-motivation
- Trustworthy and reliable
- Planning and organisation
- Attention to detail
- Communication and influencing

Benefits

- Competitive salary
- Hybrid working
- Generous annual leave – 25 days plus your birthday
- Ongoing professional development support
- Enhanced maternity/paternity package