Part Qualified Accountant

November 2026

Dear applicant,

Thank you for your interest in joining our growing team at Starfish Search.

Starfish Search is an executive search business that was created to change the world through human talent and we know that the right change must be driven by the right people. So, in close collaboration with each of our clients, we bring expertise, dedication and fierce commitment to authentic diversity as we search together for tomorrow's leaders. With offices across the UK, we offer a broader regional overview of our sectors and richer, more inclusive connections to the strongest global leaders within the UK and beyond. Whether it's senior leadership talent, non-executive directors or interim managers that are needed, Starfish helps our clients to find the right leaders for today's changing world.

We have made over 1,700 appointments since we started trading in 2019. With a team of 35 colleagues we work across different sectors, including influential trade bodies, regulators, local authorities, the NHS and charity household brands. With strong advisory credentials, our work is firmly grounded in quality of professional advice, insight and partnership.

As a growing executive search and interim management firm, we are a strong and close-knit team united in our aspiration to make a positive difference to society. We know the value of inclusive organisations and our approach to our work is grounded in the economic and social value of respect. Our real specialism is securing influential senior people with the skills to lead and thrive in an unpredictable age: our collective network of modern leaders is second to none. As part of this, we work hard to help client organisations retain a balance of different skills and perspectives within their senior teams. This is underpinned by a clear business case for diversity.

At present we are seeking a Part Qualified Accountant who can support the Finance Director and the wider business, including our Practice Leads. Our ideal candidate will be confident working at pace, they will be excellent at prioritising, and they will have good attention to detail skills. Having good verbal and written communication skills as well as strong organisational skills will also be important for being successful in this role.

If you believe you have the skills, experiences and qualities outlined in the Role Profile below, we look forward to hearing from you.

This is a permanent role, subject to passing a 4 months' probation.
Working 37.5 hours per week across Monday to Friday, working 7.5 hours per day with 60 minutes unpaid break, and we will consider part-time working.
Working hours - 9am - 5.30pm however we are happy to consider flexibility around these hours
This position is based in Leeds, working 2 days per week in the Leeds Office (Tuesday and Thursdays) and the remaining 3 days are work from home days.



Role purpose

To provide high-quality support to the Finance Director and our Practice Leads.

Key Responsibilities

- Prepare monthly management accounts, including variance analysis against budget and forecasts.
- Monitor and analyse financial performance, identifying trends, risks, and opportunities.
- Support the budgeting and forecasting process, working closely with Finance Director and Practice Leads.
- Provide accurate and timely financial reports for other colleagues.
- Assist in cost control initiatives and profitability analysis.
- Prepare and process weekly payment runs for interim candidates and other suppliers
- Support compliance with financial policies, procedures and internal controls, including the review and verification of employee expenses
- Perform regular account reconciliations, investigating and resolving discrepancies in a timely manner

Other responsibilities

- Support the preparation of information for client tenders and its submission through relevant client portals.
- Support the Finance Director in maintaining accurate CRM records and keeping the work pipeline up to date.
- Oversee credit control and invoice processing, ensuring accurate and timely billing and follow-up of outstanding balances

Skills and behaviours

- Excellent interpersonal skills, operates with clarity and professionalism.
- Excellent verbal and written communication.
- Proactive style, anticipates and takes responsibility for future events.
- Flexible and adaptable team player who is comfortable working under pressure.
- Strong attention to detail.
- Strong organisational skills; can prioritise effectively.
- Works with integrity; committed to the delivery of a high-quality client experience.
- Punctual, reliable and diligent.

Starfish benefits

Salary: Up to £36,000 per annum depending on experience (pro-rata for part time)

Annual Leave Days: 25 days annual leave plus bank holidays.

Loyalty and Wellbeing days: Your employment with Starfish includes a number of privilege days:

- 1 additional day's annual leave per year for your loyalty to the company at 2 year, 4 year and 6 year milestones
- 1 volunteer day – if you want to commit to the charity of your choice, the company will celebrate and promote your contribution or;
- 1 wellness day per year – where you can rest, relax and recharge your batteries: perhaps celebrate your birthday!

Holiday Buy Back Scheme (Salary sacrifice scheme): Starfish Search wants all colleagues to remember there's a big world out there to explore. For our roving colleagues who have big travel plans we offer a salary sacrifice scheme to purchase additional holidays.

Development Opportunities: Retaining our talent is our number one priority and that means we are committed to your personal and professional development. We will always consider reasonable requests for time off to study and will support training for excellence in our professional disciplines.

Colleague Recognition Awards: As part of our inclusive social calendar we celebrate colleague achievement with a voucher scheme.

Cycle to Work Scheme: Stay fit and healthy by cycling in to work! Colleagues who have passed their probation are eligible to participate in our cycle to work scheme.

Quarterly Early Finishes: Once a quarter colleagues can enjoy finishing their working day two hours early.

Starfish benefits

Met Life Cover: All colleagues can benefit from 24/7 access to a GP over the phone or video call. This is in addition to Financial Wellbeing Support and Mental Wellbeing Support. We also offer access to the MetLife Will Preparation, Bereavement and Probate Services.

Health Assured: Starfish colleagues can benefit from the Employee Assistance Programme offered by Health Assured. We provide emotional and practical support to colleagues, including access to counselling as well as legal advice on matters such as housing and tenancy, property and partnership rights and a range of legal matters.

Private Medical Cover: On successful completion of your probation, you can access individual private medical cover. This includes cashback on dental and optical treatment, outpatient diagnostic test, treatment by therapists and mental health counselling plus other benefits.

Pension: Starfish will make a 5% employer contribution towards your pension on commencing employment.

Enhanced Maternity, Paternity and Partner Pay: All our colleagues are entitled to enhanced maternity, paternity and partner pay after a qualifying length of service.



How to apply

To make an application, please email your CV and covering Letter to our recruitment inbox recruitment@starfishsearch.com marked for the attention of Rob Stirk, Finance Director

The closing date for applications is **23:00 on 27th November 2026.**

Interviews are provisionally looking to be held in week commencing **30th November 2026.**

At Starfish we are committed to diversity and inclusion and we will continue to enhance our knowledge, skills and confidence required to attract, recruit, retain and develop colleagues from all backgrounds within our workplace.

We want to ensure that disabled colleagues have opportunities to fulfil their potential and realise their aspirations. In line with this, we encourage applicants to share information about any disabilities they have, and we are happy to put in place reasonable adjustments to support applications and interviews. If you would like any reasonable adjustments putting in place during the interview process in relation to a disability or if there is any specific information in regard to a disability that you would like the interviewers to be aware of, please let us know by including this information in your Covering Letter.

Being a Disability Confident Committed employer, we are very happy to provide copies of this Recruitment Pack in a larger font size and should you wish to apply to this role in an alternative manner to that noted above, we would welcome this and encourage you to let us know what alternatives may be helpful to you.

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