

Pacem *Advisory*

| Accountancy & Tax Summer Intern

We help high net worth *families*,
affluent retirees and entrepreneurial
business owners find *clarity* and *vision*
in their business and personal finances,
by providing strategic **wealth**,
accounting and tax advisory.

Where we *started...*

2017

2026

5 People

28 People

- **Team of 28** including Management, Financial Advisory and Accounting & Tax teams.
- 2 x Accounting & Tax *acquisitions*
- 1 x Financial Advisory *acquisition* of Redrock Financial in 2019 (inc. £40 million)
- **95%** Client Retention rate from acquisitions.
- 5 x *Employer & Business Awards*
- **395** Financial Advisory clients
- **202** Accounting & Tax clients.

For Business - For Life

We help *high net worth families, affluent retirees and entrepreneurial business owners* find clarity and vision in their business and personal finances, by providing strategic **wealth, accounting and tax advisory.**

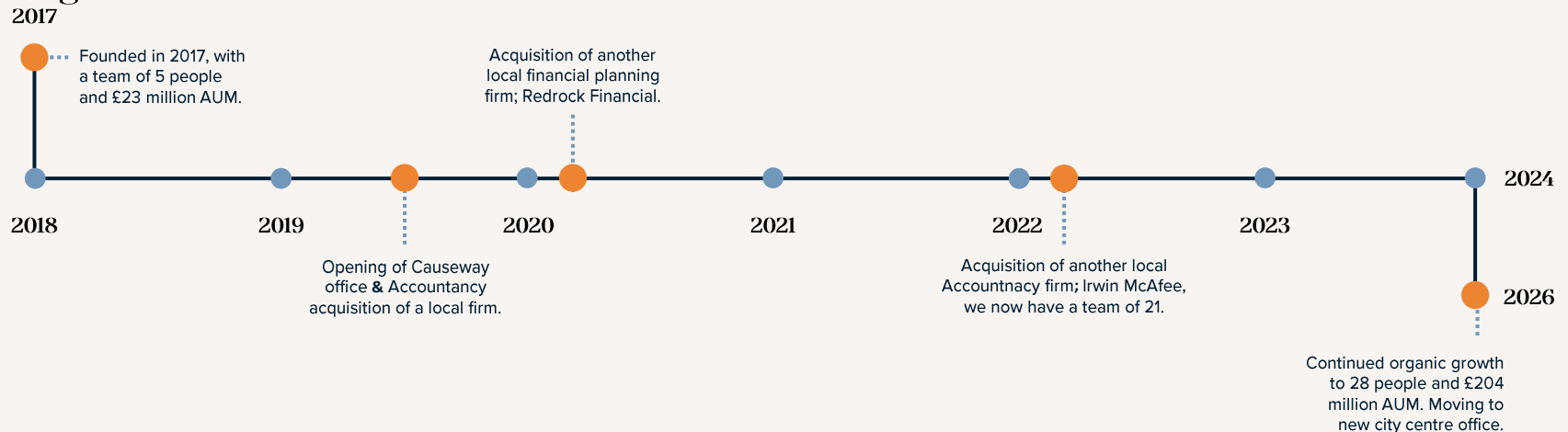
Our 4 Unique's:

- Wealth, Tax & Accountancy as one advisory service
- Tech driven business that allows our team to focus on clients & not back-office work
- Exceptional Customer Service
- Credible technical knowledge to work with clients North & South of the border.

Who we are...

Who we are...

Pacem is a boutique firm bringing together **Financial Planning, Accountancy, and Business Advisory** in a truly integrated way. We pride ourselves on being people-focused, building close, long-lasting relationships with our clients and supporting them at every stage. Just as we guide our clients, we're committed to helping our team realise their potential through **mentoring, coaching, and professional growth**. Our culture is built on **well-being, collaboration, and a supportive ethos** that reflects our values and drives us forward together.



- Our team has grown from 5 people to 28 people.
- In our Financial Planning business our client Assets under Management have grown from £23 million in 2016, to £204 million at present.
- We have over 600 clients across the firm.
- Pacem won East Belfast's 'Employer of the Year' Award in 2020 & 2022 and the 'Best Wellbeing in the Workplace' Award at the Irish News Workplace & Employment Awards 2024.
- Pacem focuses on working with small to medium sized business owners to provide a coordinated financial plan to provide for both their personal and business needs.

Pacem Workplace *Awards...*

Best *Place to Work*

The Irish News Workplace & Employment Awards 2025

Best *Wellbeing* in the Workplace Strategy

The Irish News Workplace & Employment Awards 2024

Employer of the Year

Eastside Awards 2022 & 2020

Business Growth

Eastside Awards 2022



Accountancy & Tax Advisory...

Accountancy Essentials

Real-time, bespoke, personal and precise... Our bookkeeping, compliance and accountancy essentials service provides clients with **clarity, insight and peace of mind.**

- Cloud Accounting Package
- Payroll and Pension
- Full bookkeeping
- Year end accounts
- Personal Tax Planning
- VAT returns
- Monthly Management reporting
- Tax Investigation Service

Business Advisory

From pre-start to exit... providing timely information, **unmatched expertise** and diligent insight where and when it matters... we **add value way beyond the compliance work.**

- Specialist Start up advice for new businesses
- Cashflow Forecasting and Budgeting
- 'What if' Scenario Planning
- Professional Tax Advice
- Industry Specific Expertise
- Succession Planning
- Business Valuation
- Strategy and Growth Planning

Our Core Values...

Good to Be Around

- Good to Be Around
- Easy to get on with.
- Good to be around, even under pressure.
- Genuinely care about people, takes time to talk to people.

Enthusiasm – gets stuck in

- Will do whatever is required.
- Determination to see things through.
- Initiative & commitment to develop.
- Appetite to learn & take on new challenges.

Growth mentality – trying to push the boundaries

- To innovate and evolve, looking for the next opportunities.
- Never satisfied and always trying to improve.
- Purpose in our work and our career development.
- Ensuring we all retain the bigger picture and are asking 'why?'

Do things the right way, rather than the easy way

- Reliability; complete assurance something will be done and be done right.
- Great organisational skills, attention to detail, and the ability to pull things together.
- Diligence and quality are core to delivering the client service.

Proud of Pacem... and everything that we do individually and collectively

- Everything matters; we take pride in:
- Our clients – the work they do and our relationships with them
- Our team and culture
- Our office and its environment
- Our communications (written and verbal)
- Our social impact and outreach activity
- Our processes

Always thinking about the client

- We appreciate the opportunity and the business our clients create for us.
- We're here to make their lives easier.
- Working hard for our clients - going over and above expectations.
- Having an inquisitive and questioning approach to client work.
- Focusing on the clients' needs and wants and not what suits us best.

Market Leading Employee Benefits: Pacem *Good Job* Strategy

Remuneration

- Competitive Salary
- 5% Pension Contribution
- Individual Performance Bonus Eligibility
- Client Referral Bonus
- Recruitment Candidate Referral Bonus



Added Value Benefits

- Additional Loyalty Days – 20 Days Holidays increasing by 1 Day up to a maximum 5
- 9 Statutory Days
- 5 Closure Days
- Income Protection
- Life Cover
- Working from Home Allowance
- Enhanced Occupational Sick Pay Scheme
- Enhanced Parental Leave



Work / Life & Wellbeing

- Flexi Time System – Flexible Start/Finish Times
- Hybrid Working
- Sabbatical (4 Weeks at 4 Years Service)
- Unum Health Services – Remote GP, Physio Appt Access
- Help @ Hand Wellbeing App
- Team Wellbeing Initiatives
- Team Events



Career Growth & Progression

- Financial Support for Training/Qualifications relevant to role development
- Management Mentoring
- Annual Career Progression Meetings
- 1:1 Coaching
- EQI Emotional Intelligence Skills Development



**Please note that eligibility for some of the benefits require successful completion of probation or progression from an internship / placement into a permanent role*

...The *Role*

Role *Details...*

Accountancy & Tax Summer Intern Role

- **Location** – Based at Pacem Advisory Offices, 2-10 East Bridge Street Belfast
- **Hours** – 36.5hpw
- **Salary** – Competitive Salary
- **Reports to** – Director of Accountancy & Tax
- **Closing Date** – 12pm Monday 20th April 2026
- **CVs with a cover letter should be sent to** Frances.neely@pacem-advisory.com
- *As we are currently recruiting for a number of positions, please state 'Accountancy & Tax Summer Intern' as the role you are applying for in your cover letter.

Long-Term Objectives

As the business is constantly growing, we will need valued members of the firm to help us deliver the best service to our clients and to help continue with the growth of the business.

Pacem Financial Advisory is an Equal Opportunities Employer

Key *Role Areas* ...

*Accountancy
&
Tax Services*

*Business
Advisory
Services*

The *Role*...

The successful candidate will work as an intern within our accountancy team to provide professional, efficient and compliant tax and accountancy services to our clients. It is expected that you will be consistently accurate in your work, be able to work on your own initiative and maintain the high level of professionalism that our clients expect.

Working within a small team will require you to be hands on in all areas so you will also be expected to answer telephone calls and deal directly with HMRC on behalf of clients. The ability to communicate in a professional and knowledgeable manner both written and oral will be important.

A key element of your job will be providing support to the client managers, ensuring they meet all deadlines and provide an exceptional service.

Detailed *Duties*...

Accountancy & Tax Services

Working as part of our team to deliver and implement an exceptional service to all clients:

- Preparation of accounts and financial statements to review stage.
- Preparation of Tax Computations and Tax Returns.
- Providing monthly and quarterly bookkeeping services on cloud accounting software, including bank reconciliations and supplier account reconciliations.
- Preparation and submission of quarterly VAT returns.
- Processing and managing monthly payroll and pension submissions, posting payroll journals on clients bookkeeping systems.
- Assist in month-end and year-end close processes.
- Liaise with internal departments and external stakeholders such as HMRC
- Contribute to continuous improvement in internal processes and systems

Detailed *Duties...*

Business Advisory Services

- Supporting the Accountancy team to provide business clients with cashflow forecasts and financial projections.
- Providing clients with regular management accounts.
- Support the team in delivering strategic business and management advice to clients.

Requirements...

We require the successful candidate to:

- Be due to commence 2nd Year or Final Year of your degree in September 2026 in one of the following subjects **Accountancy, Finance, Economics or Business**
- Experience with accounting software (e.g., Sage , Xero, QuickBooks) is an advantage and may be desirable.
- Have a strong working knowledge of Microsoft Office packages.
- Have skills in preparing client reports, writing competently, using diagrams, charts and tables to express the complex financial concepts in a simple and understandable manner for clients.
- Have a confident telephone manner and be able to speak directly to external organisations to obtain client information.
- Plan and prioritise their own workload and work well as part of our team.
- Have good time management skills.
- Be diligent in their work at all times.
- Have the ability to work and think independently to solve problems as they arise.
- Excellent spoken and written communication, and self-presentation when interacting with clients.
- Strong organisational skills, the ability to plan, prioritise and multitask.
- Be professional, energetic and dependable.
- Strong attention to detail.
- Ability to work with a high level of confidentiality and sensitivity.

Contact Us...

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