

## JOB DESCRIPTION

<b>Job title</b>	<b>Manager (Accounts)</b>
<b>Location</b>	<b>Cambridge, Cambridgeshire</b>
<b>Department</b>	<b>Accounts (Audit and Accounts)</b>
<b>Line manager job title</b>	<b>Partner</b>

### Overview

As a Manager, you will oversee the efficient operation of client portfolios, ensuring technical tasks align with our firm's standards and procedures. Your role involves supporting the firm's strategic goals, marketing initiatives, and commercial objectives, while enhancing the performance of your group. You will be instrumental in implementing change and fostering continuous improvement.

You may be an existing Manager or an ambitious Assistant Manager looking for your next step up.

### Key accountabilities

- Assist with billing, debt collection, reduction of write-offs and job control diary systems.
- Oversee group work programmes and monitoring jobs awaiting completion.
- Monitor own and team compliance with chargeable hours targets.
- Prior to commencement, plan and budget assignments for partner agreement. Throughout the assignment, monitor progress and keep partners informed of any developments or issues. Upon completion, conduct a detailed file review before the final partner review.
- Working with partners to ensure client accounting and tax compliance obligations are met, whilst also providing clients with timely and pro-active advice.
- Contribute to client portfolio growth by securing new work and taking a lead role where appropriate.
- Maintain control of jobs and WIP within the office, ensuring job budgets are completed and compared to actual time including any variances are explained and recorded.
- Assisting with detailed and more complex work on assignments when necessary.
- Ensuring the firm's quality assurance procedures are maintained.
- Keep up to date with the industry technical developments together with services our competitors are offering.
- Identify marketing opportunities to expand services for existing clients, attract new clients to the firm, and build your own external networks. Assist in producing proposals to seize marketing opportunities.
- Maintain team standards, set SMART objectives, and boost group morale. Communicate effectively with partners, directors, and senior managers, addressing specific concerns and assisting in performance appraisals.
- Supervise and mentor junior staff members, providing guidance, support, and professional development opportunities.

### Person Specification

- Substantial experience of working with owner managed businesses and clients of varying size;
- A professional accounting qualification – ACA or ACCA;
- Good working knowledge of accounting software;
- Experience managing people;
- Maintains and promotes high professional standards of conduct;
- Positive approach to problem solving;

- Excellent communication skills with the ability to build positive relationships across all levels of the organisation;
- Proficient attention to detail to ensure accuracy;
- Ability to balance multiple priorities and deliver to strict timelines.