intouch
making life richer

Client Manager (Niche accounting firm)

Office Hours: 09:00 to 17:30 (37.5 hours per week)

Place of Work: Bournemouth

Salary: Depending on experience £33,500-£35,500 (plus discretionary bonus).

A dynamic and rapidly growing professional accountancy and taxation firm based on the outskirts of Bournemouth, is actively looking for talented Client Managers to join its existing team and take responsibility for the delivery of taxation and accountancy advice to a portfolio of customers.

Intouch Accounting is a technologically driven firm of Chartered Accountants, who specialise in the provision of accountancy, taxation and business advice to freelancers and professionals trading through their own Limited Companies. Intouch provide an online accounting solution, tailored specifically to the growing "flexible workforce" sector. It covers all of the UK and delivers the highest levels of customer service.

Key Responsibilities:

- Primary contact point between our customers and the services we provide. (Relationship owner)
- To act as Personal Accountant and adviser to a client portfolio of up to 250 clients providing planning advice, and tax and accounting support.
- Coordination and responsibility for the delivery of a full service to each client
- Management of portfolio including onboarding of new business, delivery of internal KPIs and supervision of colleagues in the support departments of accounts and taxation.

Key Skills:

Ideal candidates will possess a mix of good practical tax knowledge combined with general accounting experience, preferably with +2 years 'hands on' experience gained within a small to medium sized accountancy firm in a client facing role.

- Tax plays a major part in this role; accordingly you should demonstrate a strong knowledge of VAT, PAYE, Self-Assessment tax and corporation tax for small companies and their directors.
- The use of IT and various software packages is widespread and will involve accurate communications and effective time management.
- Commercial awareness and being able to see the "wood for the trees" would be an asset.
- The role requires sound communication skills and good organisational abilities and would suit an individual who enjoys engaging with clients who need a safe pair of hands.
- Attention to detail and accuracy are important as well as excellent interpersonal skills
- The candidate will need to be able to build trust and relationships with a range of customers from first time freelancers through to established IT contractors.
- It is not essential to hold formal qualifications in either accounting (AAT/ACCA/ICAEW) or taxation (ATT/CTA) but it is preferred. Candidates may also be qualified by experience, which can be invaluable. Support for further qualification is available when appropriate.

This role would ultimately suit an individual who is driven, ambitious and who wants to develop their accountancy career and take responsibility for their own portfolio of clients at the earliest opportunity whilst gaining considerable commercial experience to freelancer and consultancy businesses across the UK.

We have a high performance culture and strong candidates will develop quickly and be rewarded on their merit, taking advantage of opportunities for promotion.

If you are interested in applying for this role please send your CV along with a covering letter to Margaret Harding, email address: hr@intouchaccounting.com.