

**Client Manager****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)****About us**

Intouch are an accountancy firm specialising in providing our services to freelancers and contractors who trade through UK registered Limited Companies. Unlike traditional firms of accountants our business is conducted over the phone and online using a bespoke technology platform. We're a young business with a fast paced, fun culture and ambitious growth plans. We're looking for a dynamic and ambitious Client Manager to join our team.

It's a very exciting time to be joining Intouch. Having recently joined the Brookson Group, we are part of a growing business, part of a nationwide group with over 20 years experience in providing professional services to the flexible workforce. As well as the support to make our ambitious growth plans a reality, the Group offers a great range of employee benefits including:

- Perkbox Platinum membership for discounts on shopping, restaurants, holidays and more
- Free Financial and Mortgage advice plus Life Assurance
- Enhanced maternity/paternity/adoption leave plus childcare vouchers
- 5% pension contribution
- Access to training resources, both professional and on the job plus personal development opportunities
- Holiday starting at 25 days, plus bank holidays and your birthday off!

We have a high performance culture and strong candidates will develop quickly and be rewarded on their merit, taking advantage of opportunities for promotion. We'd love to welcome motivated, talented new people to join us in our bright future.

**About the role**

As one of our team of Client Managers, you will:

- Be the primary contact point between our customers and the services we provide
- Act as Personal Accountant and adviser to a client portfolio of up to 250 clients providing planning advice, and tax and accounting support
- Take on the coordination and delivery of a full service to each client
- Manage your portfolio including onboarding of new business, delivery of internal KPIs and supervision of colleagues in the support departments of accounts and taxation

**About you**

Our ideal Client Manager will possess a mix of good practical tax knowledge combined with general accounting experience, with:

- 'hands on' experience gained within a small to medium sized accountancy firm in a client facing role
- a strong knowledge of VAT, PAYE, Self-Assessment tax and corporation tax for small companies and their directors
- Commercial awareness and great time management
- A passion for client service and brilliant interpersonal skills
- The ability to build trust and relationships with a range of customers from first time freelancers through to established IT contractors
- Preferably (but not essentially) a formal qualification 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
- The drive and ambition to develop your accountancy career within a busy, service led environment

If you're an ambitious team player looking for a great Client Manager opportunity, and think you have the skills and experience we're looking for, then get in touch today. Please send your CV along with a covering letter to Hannah Walker, email address: [hr@intouchaccounting.com](mailto:hr@intouchaccounting.com).