



## JOB DESCRIPTION

Role: Assistant Manager Reporting To : Manager/Director/Partners

Team : Audit & Accounts

### Overview of role

Assistant Managers are responsible for assisting partners, directors and managers in the smooth running of their groups and for ensuring that technical work under their control is carried out in accordance with the firm's standards and procedures. Assistant Managers are also expected to assist in meeting the firm's strategic aims, marketing and commercial objectives, and contribute to the administration and overall performance of their group. To help implement change and aid continuous improvement.

### Nature of work

Varied and general accounting assignments, including associated tax compliance work. This role includes office based and external work and assisting in the day-to-day administration of the group's affairs.

### Main responsibilities and duties

#### Technical

1. Planning and budgeting of assignments prior to commencement, for partner or Director review. Appraising partners or Managers of progress during course of assignment, and drawing attention to any problems or areas of concern.
2. Carrying out review of work performed by staff under your supervision, prior to manager review.
3. Dealing with routine correspondence concerning client's affairs on a timely basis.
4. Assisting with detailed and more complex work on assignments when necessary.
5. Ensuring that job budgets are completed and compared to actual time, and that explanations are obtained and recorded for any variances.
6. Generally ensuring that firm's quality assurance procedures are maintained and that client care is satisfactory.

#### Managerial

1. Assisting with billing and reduction of write-offs.
2. Assisting with job control diary systems.
3. Monitoring own compliance with chargeable hours targets.
4. Assisting with the maintenance of staff standards, and increasing morale in the group including communication to partners/directors/managers of specific staff concerns, assisting in the performance appraisal scheme, assistance in identifying staffs strengths and weaknesses,



including an understanding of the future direction of PEM (e.g. by contributing at group meetings, and working on specific assignments for one or more of the firms committees, etc)

5. Act as mentor to more junior members of staff.
6. Help to build and develop a strong portfolio of clients by winning new work and taking a lead role where appropriate.
7. Supervision and motivation of staff.

#### Commercial

1. Staying up-to-date on the latest technical developments and what services the competition are offering.
2. To help identify marketing opportunities both for additional services with existing clients and introducing new clients to the firm
3. Assisting with the production of proposals for marketing opportunities.
4. Represent PEM in a professional manner at appropriate events both internally and externally.
5. To introduce junior members of the team to professional contacts.
6. Strive to continually improve our offering to farming clients.

#### Team work

1. Share knowledge and information with others.
2. Encourage team members to be positive and to give of their best.
3. Highlights problems and helps senior staff to resolve issues, where appropriate.

#### Specific or general comments

Keep technically up-to-date particularly in those areas in which you are involved and maintaining personal CPE records. Endeavour to gain expertise in other areas such as commercial and personal skills.

Prepared by : TM

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