



JOB DESCRIPTION

Role : Manager

Reporting To : Audit/Account Partner Group

Team: Audit & Accounts

Overview of role

Managers are responsible for the smooth running of their portfolios and for ensuring technical work is carried out in line with the firm's high standards and procedures. Managers assist partners in meeting the firm's strategic aims, marketing and commercial objectives. Assisting partners in the administration and overall performance of their groups and the affairs of the firm. Help initiate change, continuous improvement and motivate and develop the less experienced members of the team.

Nature of Work

Management and general accounting and auditing assignments, including associated tax compliance. Primarily office based and includes the day-to-day administration of the group's affairs, with client visits/external work. Mixed portfolios dealing with a variety of sectors, including not for profit, professional services, OMBs and technology.

Responsibilities

Technical

1. Planning and budgeting of assignments for partner agreement. Monitor progress of assignment and apprising partners of progress and problems. Carrying out file review on completion of assignment, prior to final partner review.
2. Dealing with routine correspondence on a timely basis.
3. Keeping control of jobs and WIP within the office.
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. Ensuring the firm's quality assurance procedures are maintained and that client care is exemplary at all times.

Managerial

1. Assisting with billing, debt collection, and reduction of write-offs
2. Maintaining group work programmes and monitoring jobs awaiting completion
3. Assisting with job control diary systems
4. Monitoring own and staff compliance with chargeable hours targets
5. Responsibility for staff standards, setting SMART objectives, and increasing morale in the group. Communicating fully with partners/HR of specific staff concerns. Assisting in the performance appraisal scheme, assistance in identifying staff's strengths and weaknesses and training needs.
6. Ensuring communication between partners and staff is optimised at all times.
7. Supervision and motivation of staff.

Commercial

1. Staying up-to-date on the latest technical developments and competitor offerings.
2. Identify marketing opportunities both for additional services with existing clients and introducing new clients to the firm.
3. Help to produce proposals from initial identification to help win new and profitable business.



4. Membership of firm's business development teams where appropriate.

Team work

1. Share knowledge and information with the team and others.
2. Encourage team members to be positive and to give their best in line with firm's goals.

General comments

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

Prepared by : TM

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