

# JOB SPECIFICATION:

## Assistant Manager

<b>Name:</b>		<b>Effective from:</b>	
<b>Department:</b>	General Practice		
<b>Job Title:</b>	Assistant Manager		
<b>Reports To:</b>		Manager	
<b>Hours / Days:</b>	9.00 a.m. - 5.30 p.m.	Monday - Friday	37.5 hours
<b>Job Summary:</b>	Responsible for managing a portfolio of clients providing high quality compliance services for a range of private clients including high net worth individuals, directors of small and medium sized companies and trustees.		

### Key Responsibilities:

#### 1. Accounting

- Fully accountable for the provision of accounting services including corporate and personal tax returns and special services for a portfolio of clients with annual fees in excess of £140,000.
- Provision of projections and forecasting information.
- Produce VAT returns and provide an in depth knowledge and advice service to clients.
- Manage budgets and compliance processes.
- Utilise a variety of paperless software applications.
- Preparation of budgets for accounts work.
- Raising bills
- Liaise with clients for debt recovery as required.

#### 2. Business Development / Client Management

- Manage a portfolio of clients.
- Manage and develop client relationships, including regular client contact by telephone, meetings and electronically.
- Identify opportunities for additional services.
- Play an active role in raising the profile of the business.
- Display a confident, accurate and reliable accounting knowledge when interacting with clients, presenting ideas and implementing strategies.
- Actively engage with senior staff / partners to gain a good understanding of the business.
- Understand, engage and assist with the marketing activities of the business.
- Attend local networking events as required.
- Liaise directly with business owners and accounts staff.
- Build and maintain strong relationships with clients.

#### 3. Client Accounts

- Review and finalise client records to draft accounts stage.
- Review and finalise completed file sections and cross referencing schedules.
- Review and finalise completed work programmes and administration paperwork.
- Attend client's premises when required.
- Contact clients for information.

#### **4. Tax Compliance / VAT**

- Review completed VAT return forms.
- Communicate with client when VAT return is complete and submit to HMRC.
- Review self-assessment tax returns, business and partnership tax returns to include detailed capital gains computations and review of schedules of income from property.
- Review information on a computerised tax software to produce returns and calculations above.

#### **5. Payroll**

- Review P11D and other payroll advice and services.
- Review payroll processed on behalf of clients to strict deadlines.
- Review submitted FPS and EPS as required.
- Liaise with clients as required.

#### **6. Company Secretarial**

- Review submitted Confirmation Statements
- Review other submitted Companies House forms.
- Review company secretarial work and statutory books as required.

#### **7. Staff**

- Review work of trainee staff, ensuring quality in compliance with professional standards/requirements.
- Delegate tasks effectively.
- Ensure Partner decisions on staff are promptly implemented.
- Ensure staff motivation and loyalty is maintained to minimise staff turnover.
- Ensure effective communication systems between management and staff are established and disseminated to all staff in the company to ensure coherence and a positive team spirit.
- Monitor and encourage improvements towards standards of work via guidance, coaching and mentoring.
- Encourage / foster a culture of continuous development.

#### **8. General**

- Undertake general administration tasks.
- Effectively communicate with colleagues within the organisation to promote teamwork across the group and assist in the development of internal relationships.
- Identify and meet personal job related training as required.
- Provide assistance in terms of general and specific support to Partners and managers as required.
- Undertake other reasonable work activities as determined by the Partners and managers.
- Undertake appropriate training to ensure CPD criteria is met.