

JOB SPECIFICATION:

Senior/Assistant Manager

Name:		Effective from:	June 2026
Department:	Corporate Services		
Job Title:	Senior/Assistant Manager		
Reports To:			
Hours / Days:	9am - 5.30pm (10am - 4pm core hours)	Monday - Friday	37.5 hours/week
Job Summary:	Responsible for managing a portfolio of client work providing timely, high quality compliance and advisory services for a range of corporate clients.		

Key Activities:

1. Compliance and Advisory

- The timely provision of accounting services including corporate tax returns and special services for a portfolio of clients, working closely with audit teams.
- Timely completion of assignments.
- Preparation and finalisation of work prepared and conclude on all final points for Partner review.
- Effective and regular communication with clients.
- Consolidations and other complex and technical accounting matters.
- Ensure company secretarial process is followed and advise clients of their responsibilities.
- Preparation of budgets for client work and monitoring these against actuals.
- Manage budgets and compliance for clients.

2. Continuous Professional Development & Strategy

- Active involvement in the firms Corporate Team training programme.
- Drive improvement and accountability within the Team in line with our Strategy.
- Self management of CPD and ensuring up to date with key accounting and taxation changes.
- Maintain CCH Accounts and Tax knowledge and disseminate information, updates and best-practice among the Team.

3. Business Development & Client Management

- Manage and develop client relationships, including regular client contact by phone, emails and meetings.
- Identify opportunities for additional services.
- Awareness of business development strategies.
- Understand, engage and assist with the marketing activities of the business.
- Play an active role in raising the profile of the business.
- Display a confident, accurate and reliable accounting knowledge when interacting with clients.
- Actively engage with senior staff and Partners/Associates to gain a good understanding of the business.

4. Staff

- Mentor, supervise and coach staff (where assigned) and contribute to non-client work.
- Delegate tasks effectively where appropriate.
- Assistance with the recruitment and selection of staff.
- Review work of junior staff, ensuring quality in compliance with professional standards and requirements.
- Monitor and encourage improvements towards standard of work via guidance, coaching and mentoring.
- Encourage and foster a culture of continuous development and improvement.
- Highlight and recommend training requirements where identified.

5. 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 and to ensure CPD criteria is met.
- Provide assistance in terms of general and specific support to Partners/Associates as required.
- Undertake other reasonable work activities as determined by the Partners/Associates.
- Ability to work under pressure and cope with stressful situations.
- Excellent time management and an appreciation for the practicalities of time management within all aspects of professional work.
- Attend managers meetings where appropriate.