

Client Manager, Permanent, Full – Time.

Stafford & Co Chartered Accountants - Bolton

Stafford & Co are a forward-thinking firm of Chartered Accountants based in Bolton. We are looking for a full-time Client Manager to help manage & train junior team members in various roles and look after an established client base. This a great opportunity to join a progressive practice with great career opportunities. We are looking for a good accountant who shares our mission of understanding, measuring and improving our client's businesses based on our core values of accuracy, integrity, passion, efficiency and support.

The ideal candidate is an enthusiastic, outstanding individual that is an ACA or ACCA qualified accountant currently working within a firm of chartered accountants; with experience managing a own client portfolio at manager level, along with the ability to generate new business.

Job Description

Job title:	Client Manager
Reports to:	Director
Purpose of role:	Manage and training of junior team members in various roles in relation to accounts preparation, payroll, corporation tax, management accounts, personal tax and book-keeping requirements.

Main Duties:

1. Client management of approximately 100 clients from £50m audit clients to £50k sole traders and personal tax returns.
2. Client meetings, on own and with Director.
3. Preparation of statutory accounts for limited companies, sole traders and partnerships from client's records, for Director review.
4. Financial controller / book-keeping role: provide book-keeping / financial controller services to a number of clients at client's premises and using their specific software.
5. Train and motivate junior team members in book-keeping, management accounts, personal tax and accounts preparation requirements.
6. Preparation of quarterly management accounts for clients, including analysis of figures.
7. Management of VAT returns to be prepared for clients by junior team members.
8. Corporation tax and capital allowance computations and returns.
9. Personal tax returns and general knowledge of personal tax.
10. Payroll management, responsible for operating payroll for approximately 70 clients ranging from 2 employees to 300 employees (weekly and monthly payroll processing).
11. Practice management – maintenance and updating Iris Practice Management to ensure statutory deadlines are met in relation to above services.
12. General communication with clients, responding to queries and ensuring clients are satisfied with our services.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and the company would aim to reach agreement to the changes.

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