

POSITION TITLE: Part-time Accountant/ Client Manager (initially 10-15 hours per week)

POSITION OVERVIEW: This role is pivotal to the development of our firm as it is our first dedicated Client Manager role. You will be mainly based in our small office in East Sheen.

While strong technical skills are a given, your key task will be to win the confidence of our clients and work with the rest of the team, who are based remotely, to deliver a first-rate service and help us develop the business.

We are flexible as regards both schedule and hours. We anticipate being able to offer additional hours (if you wish) as the business grows.

REPORTS TO: Partner

DIRECT REPORTS: None

SALARY: We aim to be competitive, but it really depends on the person.

ABOUT US: We are a small firm with a dispersed team, operating in an almost paperless environment. We are Xero Gold Partners and are committed to innovation through technology.
We are ambitious to grow and keen to offer a supportive environment for all team members to develop their skills and career.

DETAILED BRIEF

Qualifications/ Experience	<ul style="list-style-type: none"> • Accounting qualification (QBE considered) • Experience of working in a practice – ideally customer-facing • Good knowledge of Xero and add-ons
Skills/ Attributes	<ul style="list-style-type: none"> • Excellent communication skills, patience and tact • Attention to detail • Problem-solving skills • Enthusiasm for online solutions • Curious and innovative mindset • Team-oriented
Main Tasks	<ul style="list-style-type: none"> • Accounts reviewing (and discussing with clients) • Guiding colleagues and clients about tax and accounting • Dealing with of all aspects of taxes and accounts • Training clients in the uses of our apps (Xero, Receipt Bank) • Some analysis and advisory work

Job purpose	<p><i>Making clients happy</i> Spoiling and delighting our clients as part of a dispersed but dedicated team. You need to have a genuine desire to help people.</p> <p><i>Making the team stronger</i> Working effectively with the rest of the team and offering advice and support as required.</p> <p><i>Developing the business</i> Identifying and nurturing opportunities to grow the business profitably in line with our goals.</p>
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APPLICATION DETAILS: e-mail your CV and a brief explanation of your motivation and requirements to info@artisan-accounts.co.uk