



DETAILED BRIEF

Job Title	Accountant/Client Manager
Overview	<ul style="list-style-type: none"> • We are looking for someone to manage our relationship with a portfolio of small company and individual clients. You will be mainly based in our office in East Sheen, but you should be able to work from home some of the time. • Whilst strong technical tax and accounting skills are a must, your key task will be to win the confidence of our clients and work with the rest of the team, most of whom are based remotely, to deliver a first-rate service and help us develop the business. • We offer flexible working conditions, but our preference is for someone who can work at least 4 days per week.
Reports to	Partner.
Direct Reports	None. It is important to establish strong relationships with our dispersed workforce.
Salary	Flexible.
About us	<p>We are a dispersed team, operating in an almost paperless environment. We are Xero Gold Partners and are committed to innovation through technology. We embrace cloud accounting and encourage our clients to use our preferred applications.</p> <p>We are ambitious to grow and keen to offer a supportive environment for all team members to develop their skills and career.</p> <p>We are fully committed to equality and embrace diversity.</p>
Qualifications/ Experience	<ul style="list-style-type: none"> • Accounting qualification (or QBE) • Experience of working in a practice – ideally customer-facing • Good knowledge of Xero and add-ons

Skills/ Attributes	<ul style="list-style-type: none"> ● Good, up to date tax knowledge ● Excellent communication skills, patience, and tact ● Attention to detail ● Problem-solving skills ● Enthusiasm for online solutions ● Curious and innovative mindset ● Team-oriented
Personal attributes	<p>An affinity for our core values: collaboration, curiosity, and aspiration.</p> <p>Comfortable with change: rapid growth and the challenging external environment mean constant change inside our business, while remaining a calm and reassuring presence for our clients.</p>
Main Tasks	<ul style="list-style-type: none"> ● Accounts reviewing (and discussing with clients) ● Guiding colleagues and clients about tax and accounting issues ● 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 ● Contributing to our on-going effort to improve processes, efficiency, and quality
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. Offering (and taking) 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>

APPLICATION DETAILS: e-mail your CV and a brief explanation of your motivation and requirements to jobs@artisan-accounts.co.uk