



## Job Description Proforma

<b>Job Title</b>	Assistant Manager
<b>Job Grade</b>	E03
<b>Office location</b>	Stevenage
<b>Department</b>	Outsourcing
<b>People Manager</b>	Carly Payne
<b>Office Principal</b>	Chris Maloney
<b>Service Line Head</b>	Oliver Finch
<b>Works Closely With</b>	Menzies Outsourcing Team s
<b>Number of Direct Reports</b>	TBC
<b>Overall, Purpose of Role</b>	This management role in a growing area of the business will take ownership of a portfolio of clients and share responsibility of the management of a strong team of financial outsourcing professionals. They may also be involved in Cloud Systems projects for our Systems Team depending on experience.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Responsibility of a portfolio of clients with varying sizes and requirements, ranging from VAT return preparation through to Management Accounts and advisory work offering a more bespoke service when requested by the clients.</li><li>• Communicating Management Information to clients with commentary and discussing their business performance.</li><li>• Management of the team members servicing the portfolio of clients, ensuring all output is accurate and consistent whilst creating a positive and enjoyable working environment.</li><li>• Supporting the Outsourcing Partner to implement the firm's vision for servicing clients and managing the team, helping with the department's cloud-based approach for client working.</li><li>• Managing tight deadlines and client expectations, requiring a highly organised and pragmatic approach.</li><li>• Cascade client visions and requirements to the team to deliver against high expectations whilst maintaining accuracy. This must be carried out at the same time as meeting financial budgets and internal targets.</li><li>• Internal relationship building across departments within Menzies in order for the company to deliver a joined-up service for the clients .</li><li>• Potential to be involved in systems-based work including reviews of clients' financial systems and processes, software health checks, recommending improvements and implementing changes.</li></ul>



<b>Job Profile</b>	
<b>Required Qualifications</b>	(Essential academic or professional qualifications) <ul style="list-style-type: none"><li>• ACA or ACCA Qualified preferable.</li></ul>
<b>Required Skills &amp; Knowledge</b>	(Essential abilities and subject matter expertise) <ul style="list-style-type: none"><li>• Excellent working knowledge of cloud-based accounting systems</li><li>• Solid technical accounting knowledge</li><li>• Experience in designing and implementing financial systems and controls, useful not compulsory.</li></ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"><li>• Strong communication skills</li><li>• Ability to motivate and develop a team.</li><li>• Adaptable to varying client needs.</li><li>• Effective client relationship builder</li><li>• Strong commercial business acumen</li><li>• Demonstrates Best Practice approach to all tasks and assignments.</li></ul>
<b>Required Work Experience</b>	(Desirable previous sector/other type of prior experience) <ul style="list-style-type: none"><li>• Relevant and current Outsourcing experience / Financial Controller level experience if in industry</li><li>• Producing Management Accounts and commentary for business owners</li><li>• Managing and developing a team and handling the day-to-day issues involved</li></ul>
<b>Travel Requirements</b>	(e.g., visits to other offices, client work requiring travel/overnight stays etc.) <ul style="list-style-type: none"><li>• May require visits to other offices but not essential to role.</li></ul>
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly SMART objectives around business priorities and goals.</i>	

Employee

Name:

Signature:

Date: