

Job Description

Role: Client Manager

Role type: Full time - 37.5 hours per week.

Working hours: Monday to Friday 9am to 5:30pm with a one hour lunch break.

Holidays: 23 days plus Bank Holidays

Contact for applications: Matt Field- matt@limegreengroup.com

We are a dynamic and progressive accountancy firm based in London & Lincoln serving the UK's top creative entrepreneurs and small businesses. As we expand, we're looking for a **client manager** to join our growing Lincoln team. We offer an industry-leading salary, quarterly performance bonuses, and a pathway towards stakeholder ownership.

We provide cutting-edge advice and comprehensive tax, accounting, and business advisory services tailored for the creative industries. With a rich history of expertise, our firm is dedicated to our clients' success.

We champion a collaborative team culture; the role is predominately office-based with a blend of home-working to create the perfect work life balance. Our people are our first priority; we are dedicated to each team member's wellbeing & happiness within the workplace, along with personal & professional growth.

Key Duties and Responsibilities

With the assistance of a senior client manager you will have responsibility for, and ownership of, the following tasks and processes:

- Being the main point of contact for a portfolio of clients
- Reviewing and undertaking record keeping for clients using Xero
- Preparing management accounts
- Reviewing quarterly VAT returns
- Preparing statutory accounts and corporation tax returns
- Processing payroll for clients

- Preparing management reports and forecasts
- Interpreting financial statements for clients
- Maintaining client data and managing correspondence

About You

- A desire to learn every day
- A positive attitude
- Excellent communication skills
- An expert in time and deadline management
- The ability to build and maintain business relationships
- One year's experience in a similar, client-facing role in practice
- AAT qualified, part-qualified, or qualified by experience (QBE)
- Experience of using Xero would be preferable, but not essential

What to Expect

- Industry-leading salary package
- Quarterly performance-based bonus scheme
- Generous annual leave which increases with length of service
- Comprehensive hands-on training and immersive practical experience
- Work directly with the UK's top creative startups and entrepreneurs
- An environment which encourages innovation
- A career with a prestigious firm where employee wellbeing is paramount
- Outstanding growth opportunities
- A pathway towards equity participation
- Fun and vibrant offices based in central Lincoln

Sorry, no recruiters please