

Job Description

Job Title: Senior Manager		
Team: Recovery and Reorganisation	Reports to: Director	Level: Four
<p>Purpose: To manage and oversee a portfolio of insolvency and restructuring client entities and relationships. Effectively manage and support the team in both Jersey and Guernsey, ensuring the team is motivated to perform and committed to effective client service and the quality of work meets the company's ethical and professional standards and supports organisational success.</p>		
<p>Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • Acts as an ambassador of the firm, building an external network of professional, business and client contacts and promoting the firm at every opportunity to facilitate new business opportunities. • Supports the Director by actively participating in new client proposals and negotiations and managing the ongoing client relationship, resolving any issues and maintaining consistent high quality service and introducer retention. • Responsible for management and support of team members, providing effective coaching to support on-going development. • Input in appraisals of the team, providing constructive feedback, seeking feedback and identifying training needs, ensuring the team has the necessary skills and knowledge to service the needs of the client and support business growth. • Undertakes coaching and supervision of the team, delivering training on identified topics to impart knowledge and ensure the development of the team. • Responsible for overseeing the WIP and monitoring time charges to clients, reviewing and controlling non-productive time of the team and ensuring targets as set by the Directors are met. • Reviews progress on assignments against budget, investigates variances and cost over-runs and initiates appropriate action to resolve any potential or actual problems. • Supports the Director in setting of budgets and fee levels to ensure the team offers a cost effective but profitable service • Contributes to the execution of the firm's service delivery methods and actively promotes the firms services in the wider community, participating in marketing activities and fully involved in proposal writing and presentation in order to retain business and win new contracts. 		
<p>Skills:</p> <ul style="list-style-type: none"> • Has a complete and thorough knowledge of a range of entities, in particular financial service clients and has proven experience in managing and handling a mixed client base. • Possesses a strong technical knowledge and understanding of current accounting and audit regulations and issues. • Has excellent communication, interpersonal, planning and organising skills in order to effectively manage a team and is able to display initiative and lateral thinking coupled with good problem solving and analytical thinking ability. • Highly PC literate with excellent knowledge of Windows software and accounting systems. 		
<p>Qualifications/Experience: Possesses a relevant accounting professional qualification coupled with at least 5 years relevant work experience.</p>		