



Manager - Business Services

Full time

About the role

We are looking for an experienced Manager to join our growing Business Services Department. The role is a hybrid mix of working in the Cornhill office and home working. The right person will be managing a portfolio serviced by their own team and working closely with a partner. Therefore, we are looking for someone with excellent communication skills and a flexible attitude.

Is GE right for you?

A dynamic and evolving organisation which puts individuals at the heart of its business. We provide exciting opportunities across our firm, enabling our team to achieve new heights in their career. Here you will be challenged, supported and most importantly heard, enabling you to develop your skills and grow professionally and personally.

You will receive hands on training, personal development and support from leading and seasoned practitioners, partners and experts in their field, enabling you to quickly grow your knowledge and expertise and excel in your chosen career.

How we give back

To ensure our employees know how much we value their hard work, we offer an extensive benefits and perks package. Our package covers your lifestyle, health and wellbeing, development and finances. How about an additional day off to celebrate your birthday? Or utilising our in-house mentoring scheme? And access to our Work Life Well platform? These and many more perks are included in your GE employee benefits pack. To see the full list, [click here](#).



What will the role entail?

Responsibilities

- Working on a diverse portfolio of clients, including small and medium sized privately owned limited companies, LLP's, partnerships and sole traders. You will need to oversee the delivery of compliance services to clients in addition to ad-hoc projects as they arise.
- Reviewing the work of members of the team and assisting in their training and development.
- Managing general office-based day-to-day duties, as required
- Managing work in progress and being responsible for portfolio billing
- Preparation of proposals for potential clients
- Extensive liaison with clients, other departments and partners.

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Requirements

Essential

- ACA/ACCA qualified with previous experience in a managerial role.
- Able to demonstrate wide experience and competency in delivering accounts and meeting all client's compliance requirements, managing a team of accountants and commercial awareness.
- Ability to work on multiple assignments simultaneously
- Fully conversant with Sage, Quickbooks and, to an extent, Xero software
- Excellent communication and interpersonal skills
- Good written and verbal communication
- Good time management with ability to meet tight deadlines
- Flexible attitude, with ability to prioritise workloads

Want to learn more about life at GE?

Use the QR code below to hear what our team have to say.

