

BUSINESS SERVICES ASSISTANT MANAGER

Corrigan is a dynamic and highly regarded independent accountancy practice based in the heart of Bristol. Our diverse client base includes some of the brightest organisations and we offer a broad range of services to enable them to flourish. We work with Bristol's thriving tech cluster, smaller and medium-sized enterprises, and charities & other not-for-profit organisations.

We are looking to recruit a qualified accountant (ACA or equivalent) as an Assistant Manager to assist the firm with the delivery of its business services, including the training and management of the business advisory team. You will also be working with the director to complete advisory engagements such as business plans, forecasting and business valuations. For individual client engagements, the role's purpose will be either reporting to Partner or Director and managing the engagement; or reporting to Senior Manager or Manager and assisting with the management of the engagement and completion of the accounts work.

Key Objectives:

- Completion of excellent files in line with the firm's processes and procedures
- Delivery of excellent client service
- Train and develop business services team members, giving regular briefings, reviewing work on a timely basis, and delivering feedback both in person and in writing
- Work effectively with other Corrigan departments to ensure the firm's services are delivered in a cohesive manner.
- Participate in business development activities to help with the growth of the business services portfolio and the firm

Duties include:

- Communication with clients to plan, execute and complete account engagements
- Manage the completion of the accounts work, including coaching of team members, review of their work, and reporting to the client
- Work with the Director to complete other advisory engagements as and when needed (e.g. business plans, business valuations)
- Plan the allocation of resources for the firm's business advisory portfolio (e.g. keeping the shares work planner updated) as part of the business services management team
- Completion of client acceptance procedures
- Management of time budgets, monitoring of time WIP and billing procedures.
- Attendance of monthly partner/ manager meetings
- Other involvement in firmwide activities as and when required

In return we offer:

- Competitive salary, dependent on your experience, with regular reviews
- 25 days holiday plus bank holidays and the option to purchase 5 additional days
- Pension scheme membership (including employer's contributions to the scheme)
- Healthcare membership including free physiotherapy, access to mental health support and online GP appointments
- A contemporary working environment in a central Bristol location, with a secure bike store and modern showers
- Flexible working practices
- A cycle to work scheme
- Opportunities to use working hours to undergo voluntary work in the local community
- Regular social events

Benefits:

- Additional leave
- Bereavement leave
- Company events
- Company pension
- Cycle to work scheme
- Health & wellbeing programme
- Paid volunteer time
- Referral programme
- Sick pay
- Transport links
- Work from home

Applications: please email your CV and Cover Letter to info@corrigan.co.uk

Or feel free to call us on 0117 928 1970 for more details.