****

**Manager – Medical Team – Bristol or Weston-super-Mare**

Are you after the next step in your Albert Goodman career? We have a fantastic opportunity for a Manager to join our Medical team in either Bristol or Weston-super-Mare.

Your career at Albert Goodman can be a varied and rewarding one. By hiring from within we give you the chance to develop and evolve your career.

For the right person, this role offers the possibility to progress to Partner level.

**Why apply for a role within our Medical team?**

Our Medical team support clients such as GP Practices, GP Partners, Consultants, Doctors in private practice and retired Doctors. This is an interesting sector to work in and is fast moving and ever changing. The team work closely with clients to not only complete year end accounts and tax compliance, but also act as a business partner to provide guidance on budgeting and planning.

You will learn a lot about how GP Practices are funded and run, understand the way limited companies are used for private work, and how the NHS pension works.

**The role**

As a Manager your varied role will include undertaking and planning assignments, and leading others in the management of year end compliance requirements including statutory accounts, partnership accounts, and self assessment tax returns.

You will be responsible for a portfolio of clients / jobs, managing yourself and others. You will act as a financial business partner for clients, giving advice with regards to profit forecasts, drawings budgets, tax planning and help with NHS Pensions administration.

**What we need from you**

* For you to be ACA or ACCA qualified, with 3-4 years post qualified experience
* To be a confident and collaborative team player with experience of coaching or leading others
* The ability to demonstrate outstanding customer service to clients and inspire others to do the same
* Drive and ambition to grow and succeed
* A desire to work in the medical field

****

**Job Description**

|  |  |
| --- | --- |
| **Job Title** | **Reports to** |
| Manager | Partner |
| **Location** | **Hours** |
| Bristol or Weston-super-Mare | 37.5 |
| **Role Purpose** | |
| To act as Lead Senior on any size assignment with more than one job running concurrently. To be responsible for managing a portfolio of clients. Understanding of the needs and challenges facing our clients and adding value to the service we provide. | |
| Key Accountabilities | |
| * To manage and run a portfolio of jobs with responsibility for day to day client management * Review accounts and the work of others * Attend client meetings * Liaise with clients, providing a full range of accountancy and tax guidance & advice, whilst managing client expectations * Supervise and provide guidance to junior colleagues. Oversee trainees in the office, take responsibility for their progress and training, and feedback to aid progression. * Live and breathe our vision and values * Provide a first class client professional service * Have a working knowledge of all relevant accounts preparation and disclosure requirements * Be responsible for agreeing fees up front with clients * Have involvement in overall workflow of the department   *This list of accountabilities is not exhaustive and may change from time to time.* | |