

Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the UK's Top 20 accountancy firms are currently recruiting for the following position:

Business Solutions Manager

Reports to: Business Solutions Senior Manager

Job Type: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: Inverness

Salary details: Competitive

Job Purpose: To manage the effective completion and delivery of Business Solutions management accounts and management reporting; financial controller secondments; budgets and forecasts; Xero, Sage and other accountancy installations, accounts processing and support; VAT accounting etc) for designated clients, by delegating effectively to the team, flagging up issues and concerns at an early stage, coaching and training the Business Solutions team as needed, and ensuring deadlines and budgets are met, work is reviewed, finished to a good standard, and signed off.

The successful candidate will be responsible for, but not limited to:

- Plan and manage the effective, professional and efficient delegation, flow-through and completion of a portfolio of Business Solutions work (e.g. management accounts, VAT returns, budgets and forecasts) for selected clients, ensuring:
 - deadlines, budgets and CRM/client expectations are met
 - work is completed in line with the firm's Business Solutions policies and procedures and other relevant policies and quality standards
 - casework you are responsible for is handled effectively and correctly from start to finish
 - conclusions are focused, complete and reasoned
 - you and your team record your time and work within the given budget.
 - manage the day to day client contact
 - liaise with General Practice to ensure year end compliance is managed for all clients where the relationship is through Business Solutions
- Ensure the team sets up and maintains the client management accounts and other files (electronic and paper) in accordance with Business Solutions' requirements, e.g.

including cross referencing, permanent sections, working papers' completion, reconciliations, notes for manager

- SME systems review – advise client on most effective accounting processes and suggest improvements
- SME software advice – scope out, advise and implement the most appropriate accounting software for client
- Manage a team of Business Solutions staff in accordance with the requirements of the People Engagement Model.
- Inform the Business Solutions Partner/Director/CRM early of issues and opportunities which will impact on the fee, the client relationship or the client service delivery; prepare the draft fee; manage scope changes; and assist in explaining the fee to the client

The successful candidate will be a qualified ACCA, CA or CIMA and have experience of some or all of the following accounting packages; Sage 200, Sage Line 50 and Xero.

If you are interested in applying for the above position please send your CV with a covering letter to recruitment@jcca.co.uk by the **closing date**.

Date advert posted: 10th May 2018