



# WE'RE HIRING!



## Departmental Manager, BMD

If you relish the buzz of a fast-paced environment, our Business Management Department is looking for a Manager to head our thriving team. If you want to work on great clients within a reputable firm, whilst continuing to develop your leadership skills, this could be the role for you.

### About mgr

With over 40 years of expertise, we're an ambitious London-headquartered accountancy practice, experiencing significant growth year on year. It's an exciting time to be part of our team.

As a medium-sized firm, we regularly punch above our weight. We enjoy collaborating and are passionate about providing a high touch, bespoke service to support our clients with their complex accounting and tax needs. As a result, many of our clients who might typically gravitate towards larger firms, choose to work with us instead.

As a member of ETL GLOBAL (a Top 20 accountancy firm), our team is supported by one of the largest international networks of professionals in the accounting, tax, legal and audit sectors.

### Our people

Team mgr currently stands at circa 140 staff and 24 partners. We are dedicated to developing our staff to reach their desired potential, and we regularly promote from within. Our expanding partner base is testament to our ongoing commitment to nurturing talent. We are also an accredited training provider for both the ACA and ACCA qualifications.

Our people are at the heart of everything we do and we're committed to creating a working environment that makes every individual feel welcome. We're a diverse bunch and delight in the broader range of ideas and perspectives that this brings. We empower our people to make a difference, promoting positive change both within our teams and the wider community.

We understand that everyone has personal responsibilities outside the office, so our flexible and hybrid working policies are designed to support this.

### Our location

Our London office is easily accessible. Based in St John's Wood, we're just 10 minutes from Bond Street on the Jubilee Line, or 5 minutes from Euston on the London Overground.



# About the role

You will be managing the day to day operation of a department of 9 bookkeepers at various levels, who provide bookkeeping and business management services for clients within the entertainment sector.

This is a strong relationship management role. You will work directly with the Partner to ensure the best client care and the smooth operation of the department. This means you will need to be very much hands-on, as you will be expected to build relationships with new and existing clients, whilst supporting the training and development of the team.

## Key responsibilities

- ✓ Managing own portfolio of clients.
- ✓ Managing workflow of the team and prioritising tasks to meet deadlines.
- ✓ Review of VAT returns, management accounts, monthly reports and year-end deliverables to adhere to filing deadlines, ready for Partner sign-off or presentation to clients.
- ✓ Collaborating with other department heads to achieve the firm's expected turnaround of jobs.
- ✓ Working with the Partner to monitor and improve the processes and operations of the department.
- ✓ Act as a point of contact for clients, proactively addressing queries and covering advice with Partners before forwarding to clients.
- ✓ Implement and maintain quality control processes to ensure the department adheres to all regulatory requirements.
- ✓ Assist with administrative duties as required by the firm.

## Staff management

- ✓ Training and mentoring staff, reviewing the technical work.
- ✓ Take responsibility for job performance. Identify training needs within the team to develop staff.
- ✓ Motivate and support the development of the team.
- ✓ Facilitate training sessions for staff to enhance technical and soft skills.

## Qualifications & experience

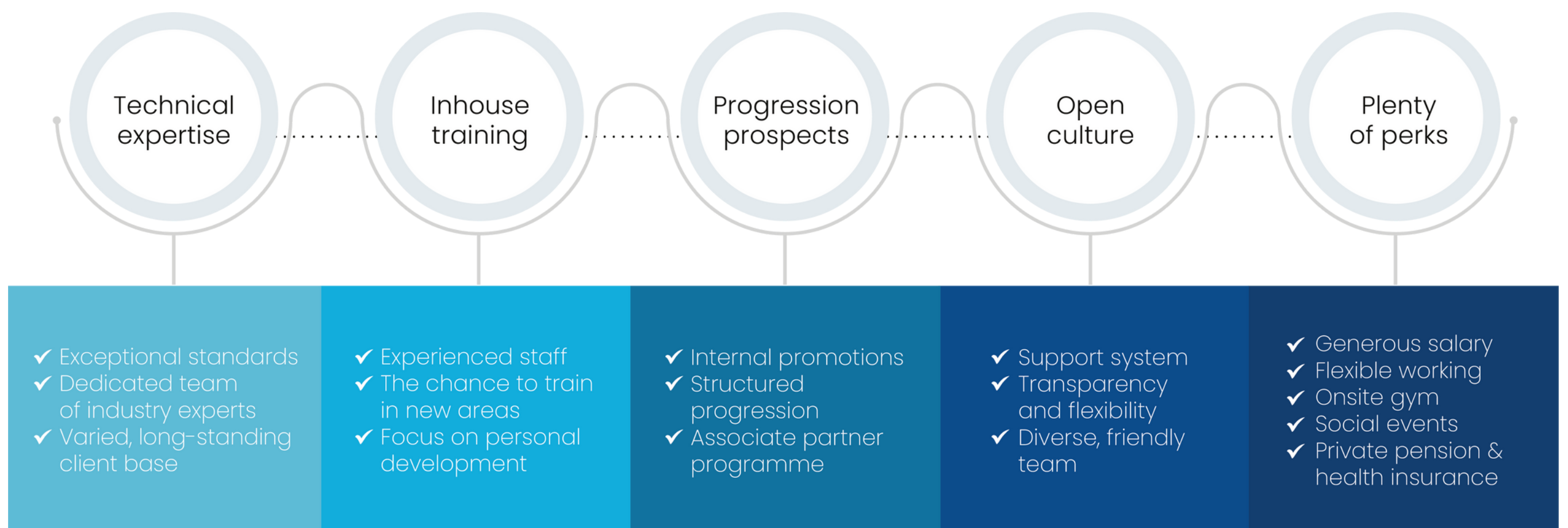
- ✓ Experience in managing client relationships and a team.
- ✓ Organised and proactive.
- ✓ Excellent communication and interpersonal skills.
- ✓ Proficient in using Xero, Excel, and have strong systems skills.
- ✓ Strong leadership skills with the ability to effectively manage a team and drive results.
- ✓ Proven experience in a managerial role within an accountancy practice.
- ✓ Will ideally be ACCA or ACA qualified; however, applicants who are qualified by experience will also be considered.
- ✓ Ability to multitask and manage competing priorities.



*"mgr is a diverse and inclusive workplace. This will enable you to continuously develop and grow"*

**- SUNEI SHIN, ASSOCIATE PARTNER**

# What we offer



## Breaking down the benefits

### Work-life balance

- ✓ 25 days annual leave plus public holidays
- ✓ Annual leave increases to 26 days after 2 years and 27 days after 4 years
- ✓ Auto Enrolment Pension – Salary Sacrifice and additional NI savings added
- ✓ Buy or sell up to 3 days annual leave
- ✓ Generous bonus scheme
- ✓ Hybrid working policy
- ✓ Monthly Monday treat day
- ✓ Tuesday fruit deliveries
- ✓ Friday afternoon drinks
- ✓ Regular social events
- ✓ An inclusive, friendly team!

### Health & wellbeing

- ✓ Life assurance x 4 after 1 year
- ✓ Private Medical Insurance after 1 year
- ✓ Annual eye check-up & flu jabs
- ✓ Cycle to work scheme
- ✓ Employee Assistance Programme
- ✓ Benefits Hub
- ✓ Fitness training classes via Zoom 2 days per week
- ✓ Small on-site gym with shower facilities

### Personal development

- ✓ Regular in-house training
- ✓ Support with professional qualifications
- ✓ Internal support and mentoring
- ✓ Professional subscriptions after 1 year

'Very supportive environment with everyone keen to help.'



'The partners are very approachable and understanding, and the firm is very good at developing trainees.'



'Good office atmosphere... Interesting clients!'



To apply, forward your CV to: [recruitment@mgr.co.uk](mailto:recruitment@mgr.co.uk)