

Portfolio Manager

Ipswich



The Role

We are looking for an experienced portfolio manager to join our dynamic team. You will be part of a leading and fast-growing East Anglian accountancy firm that has six offices across the region. The full-time role will see the ideal candidate managing our Ipswich office's complete client portfolio, while also being responsible for managing a small number of staff.

Key Responsibilities

- Manage a portfolio of clients, including meetings and email/telephone queries
- Delegating to, supervising and reviewing the work of more junior members of the team
- Awareness of Clients' affairs and opportunities to provide value added services
- To assist the directors generally in ensuring that required service levels for all clients are met
- To be involved in a broad spectrum of compliance work and develop knowledge and skills in areas of value added work

Requirements

- Minimum of 3 years practice experience
- Up to date knowledge of accounting standards
- Good interpersonal skills, communication skills and the ability to build strong Client relationships
- Good organisational skills
- Client focused in all aspects of work
- Must have a positive outlook whilst being driven and motivated to provide an excellent service
- Able to work as part of a small team

Why Join Us?



We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Christmas Bonuses
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.