

## **CLIENT MANAGER**

Canyon CTS, part of the Vistra Group, is a leading provider of Corporate Services. Our client service team are focused on building a culture of open collaboration, solutions driven teamwork and problem solving for our clients. Our mission is to build strong, long lasting relationships with our clients and we share a vision of dedication, commitment, responsiveness and unrivalled service delivery.

We are currently seeking to hire a Client Manager to join our growing business. As Client Manager you with the support of your Client Service Director will be responsible for all tasks and activities of an Accounting & Administration client services delivery team, ensuring that our clients are provided with a high-quality professional service.

### **Duties and responsibilities**

- Assist in onboarding of new clients, including co-ordinating the incorporation of legal entities where relevant
- Main contact for internal and external stakeholders for client portfolio on a daily basis
- Ensure that client reporting deadlines are met and any ad-hoc client requests are dealt with in a prompt manner
- Commercial review of agreements entered into by client and determining appropriate accounting for same
- Accountable for review and approval of all ongoing servicing activities provided to clients, including but not limited to monthly management accounts, annual financial statements, corporate income tax and VAT returns of client
- Financial accounting duties for client including:
  - Ownership of the trial balance with responsibility for ensuring all accounts are reconciled and open items cleared within agreed timelines
  - Preparation and posting of accounting journals to reflect all accruals, prepayments, and other financial transactions in line with deadlines
  - Preparation of management accounts
  - Preparation of consolidated and/or entity statutory financial statements (end-to-end including active involvement in audit preparation and delivery and liaising directly with auditors and other advisors as required)
  - Preparation of reconciliations of balance sheet accounts
  - Reconciling and managing inventory for client companies including overseeing purchase orders, sales orders, stock levels and liaising with customers and suppliers
  - Maintenance of fixed asset register
  - Monitoring of clients' debtors ledger, creditors ledger and treasury management
  - Preparation, review and filing of client tax returns (i.e. Corporation tax, VAT and Payroll taxes)
  - Preparation of budgets and forecasts
- Responsible for administration of payroll for a number of clients
- Responsible for the internal control of the client accounting and administration processes in use; Identifying opportunities for process improvement and efficiencies, and implementing change
- Organising, preparing agendas for and taking minutes of board meetings and annual general meetings (AGMs)
- Attendance and participation at client board meetings and AGMs where required (e.g. to present financial results), and subsequent filing of the financial statements with the CRO

- Liaise with the internal company secretary and compliance department, and the client in relation to corporate filings to ensure compliance with Irish law and any contractual obligations
- Maintain excellent working relationships with third parties such as Revenue Commissioners, Companies Registration Office, Auditors, Tax advisors, Legal advisors and banks as required
- Oversee preparation and filing of regulatory returns to the Central Bank of Ireland, where required, on a timely basis
- Co-ordination and management of the annual audit process and tax compliance work, ensuring review for all audit deliverables as required.
- Assess client profitability
- Ensure clients are billed in accordance with agreed terms
- Ensure achievement of targets and KPIs as agreed with the directors
- Escalating any issues in relation to client and/or team delivery to the directors
- Ad hoc duties that may be assigned from time to time.

#### **Job specific requirements**

- Qualified accountant (ACCA/ACA/CIMA/CPA)
- Experience preferably in the corporate services industry or accounting practice
- Excellent communication (written and verbal) and client servicing skills
- Strong time management skills with a proven ability to multi-task and meet deadlines
- Results oriented
- Highly organised with an eye for detail
- Resourceful, independent and strong problem-solving abilities
- Team player with flexible and hands-on approach where required
- Analytical mindset with ability to identify opportunities for leaner, consistent processes which promote accurate data capture

#### **Benefits:**

- Opportunity to work for a global corporate services provider, with international and domestic clients across a broad range of industries, including aviation, property, lending, pharmaceutical, agri-food sector
- A very competitive salary and a range of exceptional benefits, including:
  - Discretionary performance bonus
  - Pension
  - Permanent Health Insurance (death in service and income protection)
  - Private health insurance
  - Tax saver commuter tickets
- Customised training adapted to your needs throughout your career
- Company in a significant growth phase with lots of opportunity for internal transfers and progression
- Access to group wellbeing programme
- CSR initiatives