

## JOB DESCRIPTION

**Job Title:** Business Advisory Supervisor

**Department:** CSD

### Main Job Purpose

To cover all aspects of accounts duties and to support, coach the business advisory team enabling them to deliver a timely and efficient service to the business.

### Principal Responsibilities

- Assist the business advisory manager with the day to day running of the corporate services department function
- Support and coach junior members of the business advisory department
- Preparation of financial statements
- Preparation of management accounts
- Preparation of VAT returns
- Processing of payroll
- Deal with technical issues of an accounting nature
- Able to formulate budgets and ensure these are adhered to
- Build professional relationships with clients

**Your Line Manager:** Business Advisory Manager

### Qualifications, Skills, Knowledge and Experience:

- AAT qualified, QBE, or equivalent
- Sound knowledge of Sage Line 50
- Sound knowledge of Sage Payroll
- Sound knowledge of MS Word and MS Excel essential
- Ability to communicate clearly
- Strong verbal and written skills
- Organised and methodical
- Team player
- Flexible approach to work
- Tactful and diplomatic

### Key Competencies:

#### Reliability

- Take responsibility for planning workload, managing realistic timelines and all administration.
- Take a process view of work and find ways to continuously improve the process.
- Demonstrate the ability to handle multiple tasks effectively and efficiently.
- Take responsibility for communicating appropriately the status of jobs to staff, managers and directors.
- Use initiative where appropriate to deal with ad hoc tasks that may arise.
- Ensure deadlines are met.

#### Developing Others/Self

- Take the responsibility for the development of own skills, including technical, business, interpersonal,

and written and informal verbal communication.

- Maintains an enthusiastic and positive attitude.
- Acts on constructive feedback.
- Demonstrates a desirable level of self-confidence.
- Demonstrates appropriate writing skills.
- Demonstrates appropriate computer skills.
- Demonstrates appropriate oral communication skills, including understanding the listener's frame of reference.
- Set annual personal goals and measure against them. Act on feedback.
- Facilitate teamwork by contributing to team effort, sharing responsibility for team results, and exhibiting a positive attitude.
- Understand what is expected of staff. Meet and try to exceed the expectations of staff, managers and directors
- Seek additional work during available time at the office. Help peers with their work where possible.
- Take the responsibility for the development of own skills, including technical, business, interpersonal, and written and informal verbal communication.
- Build and maintain a habit of continuous learning.
- Analyse specific feedback on performance and act upon it.
- Build and cultivate strong personal relationships with peers in our organisation and the business community, where appropriate.
- Willing to take on increased responsibility and challenging assignments.

#### **Technical Competence**

- Distinguish between issues that should be communicated upward and those that can be resolved without manager involvement. Act promptly.
- Demonstrate effective application of company policies and methodologies.
- Take responsibility for making appropriate decisions.
- Understand the reasons for the tasks to be performed.

#### **Relationship Management**

- Build and cultivate a good working relationship with staff, managers, directors and clients.
- Seek information from staff, managers and directors regarding their requirements.
- Try to anticipate the needs of staff, managers and partners; be responsive when they arise.

#### **Salary: £**

#### **Duties and Hours:**

The main duties of the Business Advisory Supervisor are those set out in the job description and may be varied from time to time after consultation. The appointment is full time. This is a salaried role and overtime is not payable. Normal working hours are 37.5 hours per week.

#### **Benefits package:**

#### **Any Other Information:**

#### **Signatures:**

Job Holder.....

Line Manager.....

Date.....

Date.....