

## Cherith Simmons Learning and Development

135-137 Station Road,  
Addlestone  
Surrey,  
KT15 2AT

12 months Finance/Client Services Manager placement

£15,200 reviewed quarterly subject to performance

### Job overview

We are looking for a driven Client Service Manager/ Finance Executive to provide excellent customer service and to promote this value throughout the organisation. The Finance placement student will be part of a small team of professionals with a project-oriented focus towards financial management. As a key member of the team, you will work on financial reporting and accounting that will help the organisation increase the visibility and accuracy of financial transactions. The goal is to maintain the efficiency and profitability of the company, by increasing customer satisfaction, loyalty and retention to meet their expectations. As a client services manager, you will also be expected to reach out to the market and cultivate the customer's interest in our products and services in ways that strengthen our reputation and facilitate our continuous growth. You will have your own clients and participants to manage.

It is the perfect chance to jump start your Finance career!

Applicants should be Business, Finance, Economics or Accounting majors with proficiency in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position. You will have the opportunity for real responsibility and decision making, reporting directly to the partners.

The successful candidate will have the opportunity to complete the ILM Level 5 award in Leadership and Management.

**In your role as a Client Services Manager, you will be expected to-**

- Promote contact and manage relationships between the company, its clients, programme participants alumni and suppliers
- Provide administrative support for the development of training programmes and their delivery
- Manage training events
- Communicate progress, participate in company meetings, take minutes and action objectives from meetings

**In your role as a Finance Executive you will be expected to-**

- Assist with month-end financial reports
- Post journal entries
- Help with accounts receivable, payable and bank statement reconciliation
- Assist with audits
- Balance sheet reconciliation
- Work with the management team on yearly forecasting efforts
- Manage the monthly tracking of debtors
- Report to the team and partners on finance matters
- Data entry

**The ideal candidate will-**

- Be proficient in English (both spoken and written)
- Have working knowledge of customer service software, databases and tools
- Have the ability to think strategically and to lead
- Have strong client-facing and communication skills
- Have advanced troubleshooting and multi-tasking skills
- Have customer service orientation
- Be assertive but compassionate
- Have relevant IT skills (Word, Excel and PowerPoint and ideally quickbooks)

**Benefits to the candidate-**

- Full training given
- Fantastic chance to gain real world work experience over a wide range of marketing and client facing actions
- Be given real responsibility for clients and participants
- Opportunity to complete an ILM Level 5 award in Leadership and Management

**Please send your CV to: [rohan.jhangiani@cherithsimmons.co.uk](mailto:rohan.jhangiani@cherithsimmons.co.uk) with the subject line 'Finance/ Client services Manager Placement'. Please include a cover letter. Alternatively, please call the offices on 01932856565 to discuss your application further.**