

# ACCOUNT MANAGER (ACCOUNTS PRODUCTION)

Role overview at a glance

<b>HOURS</b> 4.5 to 5 days	<b>PATTERN</b> Flexible by agreement	<b>LOCATION</b> Norwich · Hybrid	<b>SALARY</b> £30,000 to £38,000	<b>REPORTS TO</b> Senior Management Team	<b>IDENTITY</b> B Corp Certified
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Built around the three principles that define TBLA

People · Planet · Prosperity

PEOPLE	PLANET	PROSPERITY
<p>Clients, team &amp; offshore supervision</p> <ul style="list-style-type: none"> <li>Act as primary day-to-day contact for an allocated client portfolio</li> <li>Run one-to-one client meetings by video confidently and independently from day one</li> <li>Manage correspondence within 72 hours and keep on top of statutory deadlines</li> <li>Supervise QX Accounting (India) on bookkeeping, VAT, and accounts – brief clearly, review thoroughly, give constructive feedback</li> <li>Identify clients suitable for QX migration and support the transition</li> <li>Spot upselling opportunities and refer to the right specialist within the firm</li> <li>Contribute to internal training, knowledge-sharing, and team meetings</li> </ul>	<p>Values-led practice &amp; modern ways of working</p> <ul style="list-style-type: none"> <li>Serve mission-driven SMEs, charities, CICs, and B Corp clients within a certified B Corp practice</li> <li>Use approved AI tools (Claude, Perplexity, Granola) to improve accuracy and productivity</li> <li>Apply professional judgement to AI output – treat it as a starting point, not a substitute for technical review</li> <li>Engage with clients in ESG and carbon accounting as the firm's service offer grows</li> <li>Contribute to the firm's exploration of AI-assisted bookkeeping and accounts production</li> <li>Work within a forward-leaning practice that actively invests in its people and tools</li> <li>Operate within a culture that takes JEDI, wellbeing, and professional development seriously</li> </ul>	<p>Technical excellence &amp; compliance delivery</p> <ul style="list-style-type: none"> <li>Deliver clean, accurate bookkeeping every month – done directly, via AI, or supervised through QX</li> <li>Prepare and submit VAT returns under MTD: standard scheme, flat rate, partial exemption, and OSS where applicable</li> <li>Prepare review-ready limited company year-end accounts (FRS 102 1A and FRS 105) with clean working papers</li> <li>Prepare corporation tax computations and CT600 returns</li> <li>Prepare personal self-assessment returns (SA100) for directors and individuals</li> <li>Apply commercial materiality throughout – not pedantic on immaterial detail, not careless on material matters</li> <li>Maintain AML awareness and contribute to quality control and working paper standards</li> </ul>

## WHO FITS THIS ROLE

Confident working knowledge of UK VAT, FRS 102/105, and corporation tax	Solid accountancy practice background	MAAT qualified or part-ACCA / ACA (actively studying)
Brilliant bookkeeper – still doing the work	Client-facing from day one	Comfortable supervising offshore teams
Sound materiality judgement	Cloud accounting fluency (Xero, FreeAgent, QuickBooks)	

## HOW SUCCESS IS MEASURED

<b>Clean books</b> every month, every client	<b>VAT returns</b> accurate & on time	<b>Year-end accounts</b> review-ready standard	<b>Client retention</b> & satisfaction	<b>QX quality</b> output meets TBLA standard
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