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# Example of Client Accounting Job Description

Our innovative and growing company is hiring for a client accounting. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for client accounting

* Support RFP (Request For Proposal) meetings with new and existing clients detailing Institutional Client Accounting processes and controls
* Review exceptions generated from accounting and performance platform
* Serve as liaison between Investment Services Group – Portfolio Management (ISG), Institutional Client Business Group (ICB), other teams within Business Operations and Technology to ensure the accuracy of Institutional Client Accounting calculations and attribution related issues
* Set goals, objectives and strategies for the department and its business development
* Review Key Performance Indexes for the Department and set action points for teams to follow up
* Work with management team to ensure efficient and effective cooperation across different divisions
* Supervise and coach Manager and Senior Manager
* Lead projects which require highly skilled resources, US GAAP reporting/conversion, due diligence work based on agreed procedures
* Maintain relationship with clients' management
* Review deliverables to key clients

## Qualifications for client accounting

* Experience with leading, transforming all aspects of the transactional and ad-hoc Billing
* Full time contract of employment
* A clear career path within Graduate Accelerator Programme GAP potential promotion to Senior Representative role after 18th months of employment
* Multisport card / Cinema Tickets / Nursery subsidiary
* Opportunities to engage in diverse projects due to growth of business migrations
* A multitude of opportunities to get involved in additional charity projects