



Example of Internal Client Services Job Description

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Our company is growing rapidly and is looking to fill the role of internal client services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal client services

- Collation and review of financial information to be provided to our external auditors, BDO
- Supporting the team around the review and implementation of an updated Sap system
- Providing support on the accounting for acquisitions, re-organisations and other transactions and other ad-hoc projects
- Driving employees on requests
- Performing assignments of various departments (obtaining and executing documents and shipments under a POA)
- Monitoring the technical state of the car fleet
- Editing documents in Adobe Acrobat (changing pages and contents of the pages, reducing size of the documents, protecting files from editing and/or printing)
- Developing, designing and formatting schemes in MS Visio (as advantage)
- Engaging suppliers and vendors to fix issues and provide solutions
- Review financial statements monthly for assigned client programs

Qualifications for internal client services

- Good financial accounts technical knowledge and understanding particularly around IFRS and FRS102 requirements
- Strong technical and analytical skills with an ability to work accurately under pressure

- The ability to work as part of a team being able to work on own initiative when required
- Clear communication skills, with the ability to develop effective relationships with at all levels within the Firm
- A proactive hands-on approach and a "can do" attitude