



Example of Internal Client Services Job Description

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Our company 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

- Reviewing of supporting documentation and requesting additional documentation if required
- Providing advice to partners, directors and managers on how to treat the VAT on their assignments
- Liaise complex matters with VAT department
- Ensuring that all supporting documentation are kept for audit purposes
- Approving of billing instructions on SAP
- Communicating and training of BUA's to follow correct procedures and send correct documentation with requests
- Creation, production and maintenance of financial project reporting
- Processing month end closures
- Variance analysis and interpretation
- Annual planning and projection of costs

Qualifications for internal client services

- Research and analysis of information
- Consulting colleagues on policies and procedures the available information sources
- Future additional responsibilities based on the individual's and group's needs
- Big 4 audit or other well recognized audit Firm
- Collaborative and team oriented firm
- Risk management, independence