

Martyn Fiddler Limited

Client Services Manager

Our Martyn Fiddler Isle of Man office has an exciting opportunity for a Client Services Manager to join our busy Client Services Department team.

The Client Services Department at Martyn Fiddler Limited administers all of our client companies, the majority of which are VAT registered. The team takes full responsibility for each company from the outset, including: organising CDD collection, incorporation, VAT registration, day to day administration, invoicing, liaising with the client accounts team for bookkeeping and the production of annual financial statements, and ultimately dissolve or liquidate the entities.



Full time
& permanent









09:00-17:00
Monday - Friday





Competitive
salary

Duties & Responsibilities

We are looking for a Client Services Manager who can:

-  Be a leader, manager, mentor, coach and resource for the Client Services team in their work, ensuring Martyn Fiddler policies, procedures and operational standards are followed and met, FSA regulations and standards are adhered to, and that company law, VAT regulations and asset specific rules are complied with.
-  Promote and be a role model for a supportive, inclusive, respectful culture in the Client Services Department and the Company.
-  Actively work to ensure the Company's aims and ambitions are met. Communicate with the Client Services Team to ensure they understand and are actively involved in achieving them.
-  Liaise and cooperate with other departments and teams in a collaborative, unifying way to ensure success for the Company and team members.
-  Stay up to date with latest legislation and best practice in relevant areas and disseminate this to the Client Services Team.
-  Assume responsibility for ensuring the department is staffed and trained appropriately for the work required.



-  Act as administrator for banking platforms and create, verify and authorise payments in accordance with payment procedures when required.
-  Participate in other relevant work as requested by the company.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.

Company Benefits

From your first day you will receive...



25 days Annual Leave (pro rata)



Flexible Christmas working



All Isle of Man Bank Holidays



Day off on your Birthday



Parking or Go Platinum Travel Pass

Upon successful completion of your probation period you will receive...



Private Medical Insurance
(Including optical & dental)



Death in Service Policy
(4 x annual salary)



Company Pension Scheme
(employer contribution at 4%)



Discretionary Annual Bonus



Enhanced Company Family
Leave Scheme



Holiday Purchase Scheme



Hybrid Working Policy

For more information and to apply please email
HR@martynfiddler.com

