

Accountant Manager

Responsibilities

1. Build and maintain strong relationships with clients, ensuring excellent service and customer satisfaction.
2. Act as the primary contact for clients, coordinating accounting, tax, audit, and advisory services.
3. Manage client projects to ensure timely and high-quality service delivery.
4. Identify opportunities to expand client accounts and introduce additional services.
5. Prepare proposals, quotations, contracts, and client reports.
6. Resolve client inquiries and collaborate with internal teams to deliver effective solutions.
7. Maintain accurate client records and support business development initiatives.

Qualifications

1. Bachelor's degree in Business, Accounting, Finance, or a related field.
2. 2–5 years of experience in Account Management, Client Services, or Business Development.
3. Fluent in English; Mandarin Chinese is preferred.
4. Excellent communication, organizational, and relationship management skills.
5. Proficient in Microsoft Office and CRM systems.

Preferred Qualifications

1. Experience in an accounting, tax, audit, or financial consulting firm.
2. Knowledge of UAE VAT and Corporate Tax regulations.
3. Experience with CRM or ERP systems is an advantage.