

Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in Ireland, Hungary, Switzerland, The Netherlands, the UK, the USA, Barbados, Cayman Islands, Uruguay, Canada and a China and Israel desks.

Today, Centralis employs over 190 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

Client Services Senior Manager (m/f)

We are currently recruiting a **Client Services Senior Manager** for our Budapest office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

This is a fantastic opportunity for an accounting professional who is eager to taking on a more strategic and client services focused role.

Reporting to the General Manager, the Client Services Senior Manager will be responsible for the maintenance and ongoing development of Centralis' Clients portfolio.

The Client Services Senior Manager will support the General Manager in the team management development.

Within a team, you will have the following responsibilities:

- You will support the General Manager in supervising the day-to-day operations, including tax, legal, accounting, corporate and administrative issues;
- You will contribute to Business Development and Client Relationship Management and retention;
- You will act as a Manager/Director of some clients' companies;
- You will participate to conference calls and face-to-face clients meetings;
- You will maintain regular contacts with clients, banks and other advisors;
- You will handle with ad-hoc complex client files and/or operations;
- You will ensure and appropriate follow-up of clients files and relationships;
- You will support the GM in the follow up all financial aspects and Key Performance Indicators (time sheet, billing, budget follow up, profitability and activity based costing analysis);
- You will support the GM in monitoring the global workload in terms of quantity and priority management;
- You will define and implement working and control procedures in order to ensure an effective and efficient quality service delivery;
- You will assess and analyse the outputs of the teams for completeness, accuracy and timeliness.
- You will have regular one-to-one with each team member of your team
- You will set objectives for each team member of your team, define and review their job description
- You will support the GM in the development of team members
- You will attend social events with clients and advisors

Your skills:

- A Bachelor's degree or equivalent in accounting or finance
- Minimum 5 years' post qualification experience in accounting in domiciliation of companies, fiduciary, 2 of which in managing teams
- Excellent oral and written communication skills in English
- Excellent analytical, problem solving and communication skills
- Advanced experience of Microsoft Office (Word, Excel, and Outlook)
- Ability to work under pressure, keep within tight deadlines and multi-task

- Strong motivation to work in a fast growing, dynamic and challenging environment

What we offer:

At Centralis, we work in a dynamic, human-size, multi-cultural environment. We attach great importance to the personal fulfilment and professional development of our employees. We offer you an interesting and rewarding job, an attractive salary package and a number of benefits, including training support and flexibility.

Please send your application letter, together with your curriculum vitae, in English, by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com