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Business Management - Manager

28 May by Pro-Finance

£ £50,000 - £60,000 per annum

📍 London

🕒 Permanent, full-time

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Full job description

Business Manager / Assistant Manager | Creative & Entertainment Clients

London | Hybrid (3 days office-based)

Salary: Up to £60,000 (DOE) + excellent benefits

Are you an experienced Business Manager or Accountant looking to work with high-profile clients across the entertainment, media and sports industries? We're partnering with a growing international business management firm to hire a Business Manager or

strong Assistant Manager into its expanding London team.

This role has come about due to **significant new business wins and continued growth**, making it an exciting opportunity to join at a key stage as the London office scales.

This is a fantastic opportunity to work with an exciting client base including artists, athletes, actors and international clients, while gaining exposure to a wide variety of financial and advisory work.

The Business Manager Role:

As a Business Manager / Assistant Manager, you will take ownership of a portfolio of clients, managing their day-to-day financial affairs across accounting, tax and business management services.

You will work closely with senior leadership while supporting junior staff, with a strong focus on client relationships and delivering a high-quality, responsive service.

Business Manager Key Responsibilities:

- Managing a portfolio of clients across entertainment, media and sports sectors
- Acting as the main point of contact for client financial and business affairs
- Reviewing financial statements, tax returns, VAT and management reporting
- Overseeing bookkeeping and supporting junior team members
- Managing cashflow, payments, budgeting and financial controls
- Liaising with internal teams across accounts, tax and payroll
- Supporting clients with ad hoc financial queries and advisory matters
- Assisting with HMRC matters and compliance requirements
- Supporting billing processes and portfolio profitability

relationships and taking ownership of work.

Ideal experience includes:

- ACA / ACCA qualified or equivalent
- Strong background in practice, business management or accounts

- Experience reviewing accounts, tax and financial information
- Comfortable working directly with clients in a fast-paced environment
- Strong organisational and communication skills
- Interest in entertainment, media or sports sectors beneficial but not essential

Culture & Environment:

- Entrepreneurial and fast-growing firm with strong international backing
- Collaborative, close-knit London team with ambitious growth plans
- Exposure to high-profile clients across music, film, sport and media
- Opportunity to work closely with Partners and senior stakeholders
- Agile environment offering more autonomy than larger firms

Working Pattern & Benefits:

- Hybrid working with a typical 3 days in the office
- West End location
- Opportunity to collaborate with international teams across the US and UK
- Clear progression opportunities as the London team grows
- Competitive salary up to £60,000 with flexibility depending on experience

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- Stage 1: Initial screening call to discuss role and client exposure
- Stage 2: Technical and commercial interview with senior leadership
- Final stage may include team introduction if required

If you're looking for a Business Manager role offering **varied work, exciting clients and genuine progression** within a growing international firm, we'd love to hear from you.

As an employer, we are committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if there are steps, we can take to ensure that your

recruitment process enables you to present yourself in a way that makes you comfortable.

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Assistant Manager - Business Ma...

LHH Recruitment Solutions



Directors across accounts, tax and compliance deadlines. The role also includes mentoring junior staff and contributing to the ongoing improvement of internal systems and processes.

Key responsibilities

- Review bookkeeping, VAT returns, management accounts and financial statements
- Support annual corporation tax and personal tax filings
- Draft client advice with support from Managers and Directors
- Manage a small client portfolio and act as first point of contact
- Liaise with clients on deadlines, requirements and queries
- Support Accounts, Tax, VAT, Payroll and Company Secretarial deadlines
- Build strong client relationships and advise on ad hoc financial matters
- Support clients with systems, controls and accounting software implementation
- Assist with process improvements within the practice
- Support, train and mentor junior team

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- ACA / ACCA qualified (or equivalent / QBE)
- Minimum of 2 years' post-qualified experience

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Job title

Marketing Manager

Location

London



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Name: Ibrahim Kudu Uthman

Student Id: 2514082

Module: Employability and Career Development

Module code: (LMCL4005_LON)

Lecturer: Konstantina Mari

Assignment: 2 Job Adverts

Task 1 – Select Job Adverts and Identify Key Skills

For this task, I have chosen and compared two Business Management job adverts. The first is the **Business Manager / Assistant Manager – Creative & Entertainment Clients** role from Pro-Finance in London. The second is the **Assistant Manager – Business Management** post from LHH Recruitment Solutions. Both adverts offer helpful details about the skills, knowledge, and experience needed for success in business management.

The Pro-Finance position centres on managing a client portfolio and their daily financial matters. Responsibilities include reviewing financial statements, tax returns, VAT, and management reports, alongside handling cash flow, payments, budgets, and financial controls. The role also involves communicating with clients, collaborating with accounts, tax, and payroll teams, and supporting junior staff. Business Management Jobs | job description .pdf

The LHH Recruitment Solutions advert shares several comparable requirements. The successful applicant would review bookkeeping, VAT returns, management accounts, and financial statements. They would also help with tax filings, manage a small client portfolio, discuss deadlines and queries with clients, support accounting and payroll schedules, and aid process improvements. The role also calls for supporting, training, and mentoring junior team members. Business Management Jobs | Reed.co.uk.pdf One major shared skill in the two adverts is **communication**. The Pro-Finance advert notes that applicants need strong organisational and communication skills and should feel comfortable working directly with clients. Business Management Jobs | job description .pdf The LHH advert likewise expects staff to discuss deadlines, requirements, and queries with clients and to build strong relationships. Business Management Jobs | Reed.co.uk.pdf

Organisation **and time management are also vital**. Business managers may handle several clients and duties at once, so they must prioritise tasks and meet deadlines. Both adverts call for financial knowledge, such as understanding accounts, VAT, tax, and financial information. The Pro-Finance role lists ACA/ACCA or equivalent qualifications as desirable, while the LHH role asks for ACA/ACCA or equivalent/QBE experience.

One key skill I could apply in future employment is **communication**. My past work as a Traffic Marshal Supervisor gave me experience talking with team members and managing duties in a workplace. Developing my communication skills further would help me interact professionally with clients, colleagues, and managers. It would also help me grasp client requirements, handle queries, and contribute effectively to a business management team.

Task 2 – Self-Assessment and Evidence of Readiness

Self-assessment matters because it lets me recognise my current strengths and spot areas for improvement before advancing my career. Using a SWOT analysis, I can review my strengths, weaknesses, opportunities, and threats in relation to employability and future development.

Strengths

One of my key strengths is **communication and teamwork**. My past role as a Traffic Marshal Supervisor required me to coordinate with colleagues and manage activities. As a supervisor, I took responsibility and collaborated with others to complete tasks effectively. These experiences taught me the value of listening, giving clear instructions, and functioning within a team.

Another strength involves **leadership and responsibility**. Serving as a supervisor allowed me to take charge of team members. This background aligns with business management, where managers must own their work, engage with colleagues, and support junior staff. The Pro-Finance advert notes that the Business Manager would work closely with senior leadership while helping junior staff. Business Management Jobs | job description .pdf

I also hold a **Level 3 qualification in Health and Social Care from Newham College**. Although it is not directly associated to accounting or business management, it has helped me build transferable skills such as communication, responsibility, collaboration, and professional conduct.

I am currently expanding my academic knowledge through university studies. Courses in business-related subjects have improved my grasp of business skills, employability, marketing, and business planning. This academic background can aid my future career by linking theory to practical workplace contexts.

Weaknesses

One area I must develop is my **financial and accounting knowledge**. Both job adverts mention financial statements, tax, VAT, bookkeeping, and management accounts. My current qualifications and work experience do not show specialist accounting knowledge at the level needed for these Business Manager roles. I need to strengthen my grasp of budgetary management and accounting. Learning more about financial statements, budgeting, cash flow, VAT, and other topics in the job descriptions should prepare me for future business management roles.

Another weakness is my need to build **professional experience in business management**. My past supervisory work has offered transferable skills, but it has not given me direct experience handling client portfolios or preparing financial information. The job adverts show that employers expect candidates with relevant business management, accounts, or practice experience. Business Management Jobs | job description .pdf

I must also keep improving my **confidence in professional settings**. As I move into more advanced roles, I will need to feel comfortable speaking with managers, clients, and other professionals. Building confidence will help me present ideas clearly and handle workplace challenges.

Opportunities

Several opportunities are open to me. My university studies can help me develop business knowledge and boost employability. I can also use my existing supervisory experience as proof of transferable leadership, communication, and organisational skills.

Another way is to gain extra workplace experience through entry-level business, administration, or management roles. These positions could provide practical experience before I advance toward a Business Manager role.

The job adverts also show potential for career progression. The Pro-Finance position describes a growing London team and chances to work with senior stakeholders and international teams. Business Management

Jobs | job description .pdf This suggests that business management can offer professional growth and greater responsibility.

Threats

One threat involves **competition for business management roles**. Candidates holding accounting qualifications and several years of experience may hold an advantage over someone still building financial knowledge.

Another threat is the demanding technical knowledge. For instance, the LHH advert asks for ACA/ACCA or equivalent/QBE and at least two years of post-qualified experience. Business Management Jobs | Reed.co.uk.pdf This suggests I should be realistic about my current experience and aim to meet future requirements.

Evidence of Readiness for Employability

Despite these gaps, I am improving my readiness for work. My past supervisory role shows I can take responsibility, communicate with colleagues, and function within a team. My SIA licence also reflects experience in a professional setting where following procedures and acting responsibly matter.

My academic studies provide further evidence, as they help me build knowledge and skills that transfer to employment. Completing assignments and meeting deadlines has strengthened my organisation and time management.

My future goal is to merge these transferable skills with more business and financial knowledge. I accept that I am not yet qualified for every duty in the two adverts, especially the specialist accounting and tax elements. However, the SWOT analysis has clarified where I must improve.

Overall, my key strengths are communication, teamwork, leadership, and responsibility, while my main development areas are financial knowledge, business management experience, and professional confidence. By tackling these weaknesses, I can prepare better for future employment and career progress.

Task 3 – Employment Goals and Personal Development

Plan Following my SWOT analysis, I have defined short-term and long-term employment goals.

My **short-term aim** is to secure a role in business, administration, or management to build relevant workplace experience. This should strengthen my communication, organisation, leadership, and customer service skills within a business setting.

My **long-term goal** is to advance into a Business Manager or similar position. The two job adverts show that Business Managers require effective communication, financial knowledge, organisational ability, and client management skills. The Pro-Finance role, for instance, involves managing clients, financial information, budgets, and cash flow. [Business Management Jobs | job description .pdf](#)

To reach these targets, I must enhance my financial and accounting knowledge. Over the next **6–12 months**, I will develop my grasp of budgeting, cash flow, financial statements, VAT, and accounting software. These topics align directly with the requirements in both adverts.

I will also refine my professional communication and confidence through university activities, group work, and employment opportunities. I plan to use feedback from tutors, colleagues, and managers to pinpoint areas for improvement.

Personal Development Plan

Development area	Action	Timescale	Measure of progress
Financial knowledge	Study accounting, budgeting, VAT, and financial statements	6–12 months	Improved understanding and completion of relevant learning
Communication	Practise professional communication through university and employment	Ongoing	Feedback from tutors, managers, and colleagues
Business experience	Apply for business/administration/management-related roles	6–12 months	Applications, interviews, and

			employment experience
Leadership	Continue developing leadership and teamwork skills	Ongoing	Feedback and increased workplace responsibility
Career progression	Work towards a Business Manager role	2–5 years	Relevant experience, qualifications, and successful applications

Conclusion

Following this personal development plan will allow me to tackle my weaknesses while expanding my current strengths. It will also provide a clear route toward my long-term career goal.

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