

Practice Manager

Corrigan is a dynamic and highly regarded independent accountancy practise based in the heart of Bristol. Our diverse client base includes some of the brightest organisations and we offer a broad range of services to enable them to flourish. We work with Bristol's thriving tech cluster, smaller and medium-sized enterprises, and charities & other not-for-profit organisations.

We are excited to open recruitment for a Practice Manager to join our team. This is a newly created and unique role with no two days the same – you will act as a central point of contact between staff, clients and service providers. Your workload will be varied, and you will be fundamental to the execution of our business operations.

This is a fully office-based role, although part-time hours would be considered if spread across 5 days.

Key responsibilities include:

- **Office Management:** Lead and manage day-to-day office operations, ensuring a productive workspace
- **HR:** Support the People Manager and wider HR committee with the execution of the HR function
- **IT:** Ensure the practice's IT resources, including hardware, software and data, are managed and maintained in a way that promotes efficiency and safeguards client confidentiality
- **Facility Management:** Coordinating repairs, maintenance and space planning
- **Health & Safety:** Ensure the office complies with health and safety regulations
- **PA:** Executive Assistant to the Managing Partner, including diary management
- **Line Management:** Line manager responsibilities for junior administrative staff (currently 1 staff member)

About us

Corrigan is a growing independent accountancy practice in Bristol with an interesting client base, great staff and superb city centre offices.

Our people have a real impact on how we work and have a big say in how their roles develop. Future growth of the company will provide opportunities for further career development and specialism if desired. The Practice Manager will play a pivotal role in supporting the smooth running of the business.

About you

We would be delighted to hear from you if you can demonstrate the majority of the following:

- At least 5 years' previous experience within an administrative role, within a professional firm
- Ability to work flexibly in order to effectively prioritise workload in a dynamic environment
- Ability to maintain professionalism, discretion and confidentiality when dealing with sensitive matters
- Confident and pro-active when managing upwards
- Excellent verbal and written communication skills
- Strong knowledge and competencies in MS Office 365 package including Word, Excel, PowerPoint, Outlook, Teams & SharePoint
- Drive to maintain positive client and supplier relationships

In return we offer:

- Competitive salary (£40,000 - £50,000 per year) dependent on your experience, with regular reviews
- 25 days holiday plus bank holidays and the option to purchase 5 additional days
- Healthcare membership including free physiotherapy, access to mental health support and online GP appointments
- A contemporary working environment in a central Bristol location, with a secure bike store and modern showers
- Flexible working practices
- A cycle to work scheme
- Opportunities to use working hours to undergo voluntary work in the local community
- Regular social events

Job Type: Full time, Part time, Permanent.