



RDA
DEVELOP TOGETHER

Client Manager JOB PROFILE

What?

To take our clients on a journey, using our expertise in Research & Development Tax and related services, to help accelerate innovation.

There's breadth & variety of work - every day is different and interesting because our clients are from such diverse industries. We strive to empower individuals to shape their own paths, unlock their potential, and achieve harmonious work-life integration.

Why?

At RDA we help develop a better economy by enhancing our clients' innovation using our unique advisory approach. The RDA approach was born out of our founder's dyslexia, inspiring us to think and act differently.

We're a thought-leader in our market and we build trusted relationships. We strive to improve the working lives of all those we encounter on our journey: our people, our clients, and the customers of RDA clients whose lives are enriched through even greater innovation.

How? (RDA Values)

Knowledge

We have in-depth knowledge and expertise in our field. We know how this translates for each client, and how to position for success with HMRC and other Stakeholders.

Excellence

We deliver a professional process, done in the right way. We hold ourselves to high standards. We put our clients first, communicate well, read the room, and endeavour to always be prepared.

Accountability

We take responsibility for our actions. We own up to our mistakes.

Teamwork

We recognise the need for the whole team to collaborate well internally and with clients, building trust.

About you

Diligent, conscientious, concerned with detail with a drive and determination to do things right and achieve results.

This is a critical role to ensure we maintain our high service levels and effectively manage and develop client relationships across a portfolio of sectors as part of the Research and Development Expenditure Credit (RDEC) R&D tax credit scheme.



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You will have demonstrable experience of working as a client, project or programme manager in a fast-paced environment, managing varied and multiple projects simultaneously to strict deadlines.

Technically and analytically focussed you will be keen to work within well-established standards and guidelines. With a flair for finding solutions and suggesting new ideas you will be able to work autonomously when required.

With excellent communication and the ability to convey your message to clients you will have the experience of liaising at senior levels within a wide variety of companies.

Whilst industry knowledge of Tax would be beneficial, this is not essential to succeed in the role. With our support, you will be able to apply your skills, expertise and desire for knowledge to become a specialist in this field.

You will be excited to play a pivotal role in the growth of RDA and the Operations Team.

You will...

- Develop an in-depth understanding of R&D Tax Credits Legislation to effectively manage and enhance client relationships across a portfolio of sectors as part of the Research and Development Expenditure Credit (RDEC) R&D tax credit scheme.
- Grow an understanding of a wide range of sectors where R&D could be applied e.g., technology, construction and engineering.
- Work closely with RDA Directors, Business Development, Quality Assurance and Accounts teams to enable your contribution to core business functions.
- Effectively manage a portfolio of accounts and maintain and develop relationships with clients and introducers through a project/programme management approach.
- Manage a range of stakeholders across multiple sites to identify eligible activities as part of the RDEC R&D tax credit scheme.
- Engage with a range of stakeholders to ensure RDA client project data is collected in line with required structure and key deadlines.

Networking and Travel

- There is some travel with this role. You will be able to attend client meeting (UK wide). There may be a need to stay overnight.
- Available to attend ad-hoc events related to RDA sponsorship which can take place during the weekend such as motorsport events and motorsport races.
- Attend a variety of member hospitality and networking events such as 'networking in Essex'.