

Account Director Job Spec

Client Management:

- *Responsible for key clients – requires a thorough understanding of their business and market*
- *Identifying, creating and converting opportunities to grow KISS business with existing clients*
- *Taking new business opportunities from lead to pitch*
- *Representing KISS in the public arena: talking/workshops etc.*
- *Nurture key senior client relationships*
- *Lead the development of key account plans to ensure business is optimised with key clients*
- *'Surprise and delight' key clients on a regular basis*
- *Build good relationships with clients and successfully establish credibility with senior clients*
- *Ensure clients have exposure to the wider KISS team and skill sets to minimise risk to KISS*

Project/Financial Management:

- *Responsible for overseeing client and job profitability based on strategic account plans*
- *Sign off quotes and invoicing*
- *Ensure account forecasts are on track, flag potential risks and provide solutions*
- *Sound understanding of financial reporting and key levers for profitability*
- *Good commercial nous*
- *Lead by example with adherence to KISS AS systems and procedures*

Benefits

In addition to a competitive salary, we offer a comprehensive package of benefits to help with life both inside and outside of work:

- *Flexible working*
- *Corporate punt on the River Cam*
- *Private healthcare insurance*
- *25 days annual leave, plus bank holidays*
- *Quarterly social events*
- *Pension contribution increase matching scheme*
- *Childcare voucher, Cycle to Work and employee discount schemes*
- *Support for ongoing professional development*