

Job title	New Business Executive		
Department	Sales and Marketing	Location	Office based
Reporting to	New Manager / Head of Sales		
Responsible for	Promotion of services and conversion and sign up of anyone wanting to use ICS Accounting.		
Organisational Profile			
<p>The company is a well-established accountancy firm based in Lancaster providing accounting and payroll services to clients via cloud accounting software. The company offer a high-quality service in Bookkeeping, Accounts, Payroll, VAT Returns and Tax Services as well as offering a wealth of knowledge and advice.</p> <p>ICS Accounting is located just off the M6 at Junction 34 making it an ideal location for commuting, including from Preston, Blackpool or Kendal</p>			
Position Summary			
<p>This is an excellent opportunity for an ambitious individual who is customer focused with strong communication skills and a passion for sales.</p> <p>Tasks for this role will predominantly involve completion of sales calls to new clients, continuing to expand our growing reputation in the market.</p>			
Responsibilities & Duties			
<ul style="list-style-type: none"> • Lead conversation, engaging with incoming leads nurturing them and converting them into new clients on the umbrella, CIS and Limited company services. • Accurately log all interactions and maintain accurate updating of CRM system and other software. • Achieve conversion targets relating to new business opportunities. • Advising contractors / agencies of Legislative (compliance) information / updates. • Admin duties as required. • Work as an integral team member to support and achieve the Company one team goal. • Acting as an ambassador for the company and supporting and promoting the Company objectives and themes, promoting the highest standards of behaviour and attitude. • Commit to own professional development, enhancing and improving skills and knowledge to the benefit of all. • Using one's knowledge, experience, and skillset to enhance, teach and develop other staff within the business, as appropriate, to help future proof the company 			

Essential Qualifications and Skills
<ul style="list-style-type: none">• Experience with CRM systems.• Experience within a tele sales environment.• Have strong communication and listening skills and the ability at build good internal and external relationships.• Excellent time keeping and management ability with the ability to prioritise workload.• Strong written and verbal communication skills with the ability to demonstrate patience in demanding circumstances.• IT competency, including Word and Excel.• To be able to work to individual and team targets.
Desirable Qualifications and Skills
<ul style="list-style-type: none">• Knowledge of LTD company and umbrella accountancy solutions.• Basic knowledge of accountancy legislation, including SDC and IR35.• Previous experience in payroll or accountancy.• Knowledge of the market and competitors.