

## Account Executive/Manager

### Role Description:

The focus of this role is account and project management for an agreed set of Appius clients. This involves the proposal and agreement of projects and delivery of those projects to agreed scope, budget and timings.

### CORE RESPONSIBILITIES:

- Strategic account planning and results reviews for clients
- Pro-active generation of web solution ideas for clients
- Manage clients and relationships gathering requirements and priorities
- Manage client contact and opportunity information in CRM
- Understand client business objectives and prepare proposals and quotes
- Own projects from scoping through to a successful delivery, guide project solution architecture
- Deliver projects to scope, budget, and timescales
- Manage project schedules, iterate Project Logs and timeboxes / sprints
- Provide regular project status reports
- Manage project risks and change control
- Facilitate communication and negotiation within the team
- Accurate completion of weekly resourcing / capacity processes

### MEASURABLE TARGETS:

- Revenue sold to clients
- Volume of productive hours or "throughput" managed
- Project recovery ratios and confidence levels
- Personal billable hours achieved

### CORE SKILLS REQUIRED:

- Excellent account management and communication skills
- Experience of project management, preferable using agile methods for software or IT projects
- Excellent organisational and time management skills
- People management and leadership skills
- Expert in use of Microsoft Office applications

### Personal Situation:

The right candidate will already be based in or near Bournemouth, or will have a very strong reason for relocating, such as family in the area.

