

IFRS Foundation

Job Description – Accountant

Reports to: Senior Accountant

Based: London

Role: The role will involve working with the Finance team in a range of finance areas and supporting the senior accountants working on fundraising, publications, and licensing revenue generation, as well as compliance and tax.

Main duties and responsibilities include:

- Accounting duties:
 - Supporting the revenue functions of the organisation, including licensing, publications, and contributions
 - Deferred revenue / accrued revenue calculations and related reporting
 - Month end reconciliation work, monthly reporting, general journal postings
 - Updating monthly cash flow forecasts
 - Budget Reporting – assist with preparation of annual budget and variance reporting to budget holders
 - Providing accounting support to the Royalties Administrator, as required
 - Provide back-up / support for other accountants, including supporting accounts payable and online banking
 - Other ad hoc tasks and activities within the finance team

- Accounts receivable duties:
 - Issuing sales invoices to customers and donors using CRM / accounting software
 - Issuing Thank You letters to donors once payment has been received
 - Tracking incoming payments
 - Recording and reconciling all incoming financial transactions received
 - Resolving outstanding payments and managing aged debtor reporting
 - Updating account information and customer records in CRM and accounting system
 - Assisting with audits and checking for discrepancies in financial accounts
 - Compiling financial reports

- Regulatory reporting and taxation duties:
 - Assisting with UK corporation tax, US tax, government submissions
 - Preparing and submitting UK VAT, South African VAT, Russian VAT, EU OSS reports and other returns as required

Qualifications & experience

- Recent previous experience in a similar position is required, in particular with Accounts Receivable and VAT
- Sound understanding of double entry bookkeeping and accounts receivable processes

- Demonstrable knowledge and experience of accounting systems is required. Experience of MS Dynamics 365 Business Central / Salesforce an advantage
- Strong MS Office skills, must be proficient in Excel
- Experience of processing multi-currency transactions is preferred, but not essential.
- ACCA/CIMA/ACA part-qualified or newly qualified. Training and career development will be provided for an individual looking to complete their professional exams.

Skills & Attributes

- Ability to work within a dynamic and experienced team
- Role flexibility will be essential
- Highly organised and focussed, able to multi-task and manage workload to ensure that priorities are met.
- High level of attention to detail; ability to produce reliable, accurate work.
- A motivated and customer-focussed team-player, who can work effectively with staff at all levels.
- Eagerness to learn and willingness to listen to others; ability to follow instructions and respond positively to constructive feedback.
- Strong analytical and numerical skills; ability to gather facts/statistics and identify trends/ patterns.
- Ability to work and make decisions autonomously, whilst recognising the importance of process & compliance.
- Excellent spoken and written communication skills.
- Ability to be discreet, with an understanding that confidentiality is essential, as you will be dealing with personal information.