

## **IFRS Foundation**

### **Job description – Management Accountant**

Reports to: Director of Finance – UK Operations

Based: London

Job Purpose: To prepare, analyse and report on management accounting information, to provide managers with timely, accurate and relevant information, and to contribute to the organisation's financial management procedures in order to ensure that they are effective, efficient and compliant with appropriate financial statutory and regulatory requirements.

### **Principal accountabilities**

#### **Responsible for preparation of monthly management accounts**

- Leading the month-end process, including preparation of management accounts (focusing on UK entities), investigating any discrepancies in the accounts, providing commentary and variance analysis
- Performing the month-end procedures in the accounting software
- Review month-end tasks performed by junior accountants, including cash flow analysis, FX postings, accruals and prepayments, fixed assets etc
- Running weekly timetable meetings with the team to ensure all tasks are completed in a timely manner
- Preparation of quarterly balance sheet report and related commentary
- Presenting results at quarterly meetings with budget holders
- Leading the annual budget process and year-end forecast by liaising with colleagues in other departments
- Providing information to budget holders upon request
- Reviewing weekly / monthly bank reconciliations and providing support as required
- Creating new fixed assets when required
- Reviewing existing fixed assets accounts and posting monthly depreciation

#### **Other duties**

- Assisting other team members with work to ensure accuracy and that reporting deadlines are met
- Supervising and supporting the accountant role (responsible for monthly accruals, bank reconciliations, VAT returns etc)
- Assisting with the annual audit preparations, preparation of Annual Report including financial statements and notes and Companies House filings
- Assisting with tax matters including VAT and corporation tax
- Assisting with group reporting
- Resolving accounting issues and discrepancies as they arise
- Assisting with ad-hoc project planning, research and analysis as required

#### **Skills and attributes**

- Good understanding of business and financial issues
- Excellent communication and collaborative skills
- Ability to work effectively and sensitively as part of a team to achieve success
- Proactive manner, ability to use own initiative, and willingness to accept responsibility
- Capable of working under pressure and to tight deadlines
- Ability to multi-task and manage a varied workload
- Proactive in seeking guidance when planning or prioritising complex or conflicting tasks
- Process focussed and methodical manner, with a high level of attention to detail
- Ability to work with all levels of staff within the organisation
- Ability to be flexible, understanding that sometimes requirements can change.

## **Qualifications and experience**

### Essential:

- Recognised professional accounting qualification such as ACA, ACCA, CIMA
- Thorough and practical understanding of management accounting principles and techniques
- Previous experience working in a similar supervisory role
- Advanced proficiency with accounting and CRM software and Microsoft Office (in particular Excel and Word)

### Preferred:

- Experience working in an international environment
- Previous experience of working in multiple currencies.