



## **ASSISTANT GROUP ACCOUNTANT**

Reports to: Group Accountant

### **Position Summary**

This role provides key support to the Group team, who are responsible for:

- UK and international statutory reporting, working closely with 3rd party accounting partners to ensure global reporting compliance requirements are met.
- Financial updates to shareholders and our banking consortium.
- Technical accounting
- Managing the Group's cash, ensuring we have sufficient funds to service the needs of the business today and in the short to medium term.
- Managing foreign currency risks from buying and selling in multiple currencies.

This progressive role would suit someone studying towards an accountancy qualification and offers the opportunity for the right individual to advance into a qualified Group or Management accounting role in due course.

### **Position Detail**

#### *Management and Investor Reporting*

- Support the Senior Finance Manager and Group Accountant with the preparation of the Group management accounts.
- Support the Group Accountant with the period end consolidation process through the review of key system outputs.
- Prepare and post period end journal entries to maintain the books of the holding companies, including accounting for debt finance.
- Prepare the end of period financial and statistical reporting pack for our investors.

#### *Statutory Reporting and Compliance*

- Support the preparation of the consolidated and UK subsidiary financial statements through the preparation of certain disclosure requirements.
- Preparation of deliverables for the Group and local audits.
- Preparation of deliverables to support the preparation of international financial statements and corporation tax filings.
- Prepare and post journal entries to record international GAAP adjustments in the secondary NetSuite ledger.

#### *Accounting Policy*

- Support the Group Accountant and Senior Finance Manager with research into technical accounting areas.
- Willingness to continuously develop knowledge of reporting compliance and accounting standards.

#### *Cash Flow*

- Prepare and circulate daily cash balance and transactional reporting.



- Support the Group Accountant and Senior Finance Manager with the preparation of weekly cash reporting and forecasting.

*Others*

- Support with loan administration by drafting rollover and drawdown instructions.
- Preparation of all Group level statistical reporting in the UK and overseas.
- Support the delivery of continuous improvements to the effectiveness and efficiency of the Group's reporting and audit cycle.
- Ongoing non-business as usual project work within the finance team as and when required. This is expected to include entry to new markets, ESG reporting and investor exit readiness preparations.

**Qualifications**

- Studying for a recognised accountancy qualification (ACCA/CIMA/ACA).
- Minimum 2 years experience working within a Finance team, ideally in a high volume and/or multinational company.
- Excellent numeracy and IT skills
- Strong written and verbal communication skills.
- Enthusiastic and motivated self-starter.
- Able to thrive in a fast paced deadline driven work environment managing competing priorities.