

**BUSINESS
LDN**



**JOB DESCRIPTION
MANAGEMENT ACCOUNTANT**

MANAGEMENT ACCOUNTANT

Reporting to	Finance Director
Team	Operations Team
Contract Type	Permanent
Working Pattern	Full Time
Salary	£45k

We're delighted you're considering joining us at [BusinessLDN](#). We offer a fantastic place to work with plenty of employee focused benefits along with a flexible and inclusive working environment.

ABOUT THE ROLE

To assist the Finance Director with management of the accounting function, including management of purchase ledger including processing of invoices, credit card transactions and payments. Responsible for all Bank transactions and reconciliations, and the whole credit control function including raising invoices and producing debt reports, following up with Members and Member Managers. Preparation of monthly expenditure reports to heads of department with commentary. Assist with quarterly forecasting for income and expenditure and cashflow. Assist in the annual budget process and the year-end statutory accounts. A focus on continuous improvement to ensure high level of support to the business .

ABOUT THE CANDIDATE

The individual will be a qualified accountant (ICAEW, CIMA or ACCA qualifications) with at least 3 years' experience in a finance department or a bookkeeper who has experience to trial balance. Willing to learn and challenge the status quo to improve processes and support the business. Someone who is confident in their abilities and takes responsibility. A person who has experience of more than one finance system.

ABOUT BUSINESSLDN

At BusinessLDN, our mission is to make London the best city in the world in which to do business, working with and for the whole UK. We work to deliver the bigger picture, campaigning to tackle today's challenges and to secure the future promise of London. We harness the power of our members, from sectors that span the economy, to shape the future of the capital so Londoners thrive and businesses prosper. We support business to succeed — locally, nationally, globally. We link up with other cities around the UK, to ensure the capital supports a thriving country. We campaigned for the creation of the office of London Mayor and Transport for London, for the Elizabeth Line, for congestion charging, we incubated Teach First and run the UK's largest annual jobs and careers fair, Skills London.

KEY RESPONSIBILITIES FOR THIS ROLE

- Process sales invoices
- Process purchase invoices
- Process receipts and payments
- Prepare bank reconciliations
- Assist in preparation of Annual budget and Quarterly forecasting
- Manage the credit control function.
- Assist with year-end, management and project accounting
- Prepare balance sheet reconciliations
- Manage Fixed Asset register
- Prepare month end schedules

WHAT WE'RE LOOKING FOR

Criteria	Essential	Desirable
Digitally savvy with good technical skills:	✓	
Demonstrable experience in Finance Management Systems	✓	
Strong organisational and analytical skills, with proven ability to prioritise and deliver multiple parallel tasks to schedule	✓	
Confident and friendly		
Excellent numeracy, verbal and written communication skills	✓	