

Here Design.

Employer: Here Design
Position: Management Accountant
Contract Type: Permanent
Hours: Full Time
Reporting to: Head of Finance
Salary: Competitive + Study Support

We are looking for a result orientated and quality focused Management Accountant with experience working in a similar environment to join our multi-disciplinary team.

Our studio is a busy, dynamic environment based in London Fields.

This is a superb opportunity for a 'hands on', energetic and talented professional looking to work within the creative sector whilst assisting in the continued growth of an ambitious, entrepreneurial and dynamic agency.

The successful candidate will be responsible for the day-to-day management of all payables functions across both businesses whilst simultaneously working to deliver efficient and robust systems, processes and reporting.

Responsibilities will be:

- To reconcile bank accounts for each entity
- To manage purchase ledger, process supplier invoices, overheads and ensure best practice
- To liaise and maintain strong relationships with suppliers
- To prepare weekly supplier payment runs
- To process and pay staff expenses and reconcile company credit cards
- To run missing timesheet reports and remind staff to complete them
- To prepare monthly P&L reports and analysis vs forecast
- To prepare any ad hoc reports or requests from Head of Finance
- To manage monthly balance sheet journals – prepayments, depreciation etc.
- To contribute to Senior Management pack information
- Opportunity to create & implement new systems & financial processes
- Opportunity to take over sales ledger responsibilities in the future

Essential:

- Formal accounting qualifications (ACCA/CIMA) or part qualified
- At least 2 years' experience in a similar environment
- Strong interpersonal and written/verbal communication skills
- Ability to understand the impact of this role within the studio
- Excellent organisational and time management skills
- Utmost discretion with sensitive information
- Attention to detail and understanding of cash flow
- Confidence to suggest new ways of working
- Advanced user of Excel and general Microsoft software
- Experience using iMac OS and Paprika software is preferred but not essential