

Job Title: Management Accountant (part qualified)  
Department: Finance  
Location: London

## Job Purpose:

**To provide support to the Finance Manager by taking responsibility for the month end close process, preparing reports for the senior management team and ensuring compliance with external reporting requirements.**

## Key responsibilities and accountabilities:

- Responsible for the month end project fee billing/sales invoice process
- Preparation of month end schedules and journals including:
  - Fixed assets
  - Prepayments and accruals
  - Lease and loans
  - LLP member capital, current and tax reserve accounts
  - Intercompany recharges and balance matrix
  - Payroll journal
  - Bad debt provisions
- Assist with monthly bank reconciliations
- Preparation of monthly management accounts
- Assisting in preparation of monthly board papers
- Quarterly VAT return preparation
- Bi-annual Irish VAT return preparation
- EU/UAE VAT reclaims
- Responsible for monthly payroll preparation
- Responsible for annual P11D/PSA preparation
- Assisting the year end close process including:
  - Liaising with auditors and assisting with queries/data requests promptly
  - Preparation of year-end balance sheet schedules
  - Assisting with statutory financial statement preparation
- Dealing with ad hoc requests from staff / members
- Assisting with other ad hoc external reporting requirements (such as corporation tax returns and ONS surveys)
- Mentor and oversee junior finance team member - including review of work and assisting with day to day queries

## Qualifications, experience, & skills:

- Part qualified (further study will be supported)
- Solid experience in a similar role
- Excellent communication skills
- Attention to detail
- Intermediate excel user