

## Management Accountant

White City, London

### **The Role**

Reporting to the CFO, the Management Accountant will participate in ensuring that accounting, budgeting and reporting processes meet the requirements of its large multinational shareholder and are in compliance with regulations. For work related to management accounts the you will report to the Financial Controller. DNAe has a contract with the US Department of Health and you will prepare monthly invoicing in accordance with the requirements of the US Government. You will have a central role in Group budgeting, forecasting, reporting and preparation of management accounts, while also participating in general financial management tasks.

### **Person Specification**

You will need to be organised with a strong attention to details and accuracy, and you should be willing to take initiatives and solve problems without necessarily being prompted. You should have good communication skills with a hands-on approach, and you need to be able to build effective relationships across organisational boundaries. You would have worked in SMEs undergoing rapid growth ideally through to exit or IPO.

### **Responsibilities**

- Preparation of monthly management accounts of 2 UK subsidiaries for consolidation by the Financial Controller.
- Timely preparation of quarterly management accounts for quarterly IFRS reporting.
- Budget planning and forecasting both short term (one year) and a 10 year forecast. Liaison with budget holders for the departmental, and program forecasts and preparation of schedules and templates as well as forecasting of overheads and revenues streams based on key assumptions.
- Monitoring of financial performance in relation to budgets: analysis of actual results v forecast for group, individual companies as well as departments and program
- Cashflow forecasting and monitoring actual cashflow vs forecast.
- Participate in production of financial information and forecasts for investor presentations including various information for due diligence.

- Preparation of Intercompany recharges for monthly and quarterly management accounts packs.
- Reporting to Program Management as well as the main shareholder on actual spent, budgets and drill down reports.
- Support the implementation of new processes and controls and the implementation of new systems.
- Preparation of monthly invoices for submission to the US Department of Health including liaising with program management to ensure accurate submission of invoices. Careful revenue of all claimable expenses and calculation of overhead absorption rates.
- Employee timesheet management, collection and review for monthly Customer invoicing and occasional audits as well as intercompany recharges.
- Assisting the auditors as part of the year end audit. Assisting with internal audits.
- Head lead of the Customer related Audits.
- Assisting in ad hoc tasks including preparation and submission of Office of National Statistics Returns.

### **Qualifications & Experience**

- Fully qualified accountant in ACCA/ACA or CIMA qualification
- Ideally a minimum of 2 years of post-qualification experience in a SME.
- Experience with financial modelling and planning and working with annual budgeting,
- Experience with management accounts, preferably at a high growth company,
- Strong MS Excel skills, and SAGE experience

#### **Desirable:**

- Experience with reporting to Board and shareholders,
- Participation in Fundraising with external investors is desirable.