

## BILLING ACCOUNTANT JOB DESCRIPTION & PERSON SPECIFICATION

NAME:

COMPANY: BI WORLDWIDE

DIVISION: Finance

REPORTS TO: Commercial Finance Manager

### KEY PURPOSE OF ROLE:

Reporting to the Commercial Finance Manager, this role will support the team responsible for the integrity of the Commercial Accounting activities of the business. The Billing Accountant will complete all required invoicing activities for our domestic clients as well as our global clients.

The Billing Accountant will work closely with Client facing teams to ensure the accuracy of all invoices raised, ensuring the quality of project finance administration on a timely basis.

### Principal Responsibilities:

- To raise all required invoices in line with agreed client deadlines
- To understand the implications of VAT and currency invoicing rules and to ensure compliance and accuracy
- To work with other areas of the business to ensure all GDPR regulations are adhered to
- Update the project budgets on the system to reflect all changes
- Liaise with project teams to ensure all invoicing schedules are up-to-date
- Complete all group intercompany recharges that are project related
- Liaise with the Commercial Accountants to ensure any issues are highlighted and resolved
- Support the team of Commercial Accountants as required, particularly on project reconciliations
- To assist Client Service/Events teams as required
- Support the Commercial Finance Manager
- Support with the preparation of budgets, forecasts and financial analysis
- Review of 10-20-30 day movement reports
- Business process improvement – development of internal processes
- Design, development and production of project financial information for inclusion in monthly management accounts
- Month end management accounts responsibilities including delivery of month end close, ensuring integrity of postings and timely input of transactions and reconciliation of designated nominal accounts
- Year-end accounting and support
- Ad-hoc tests/audits/reviews/projects on specific areas of concern or opportunity

### Principal Working Relationships (internal & external)

- Commercial Finance Manager
- CFO
- Finance team
- BI Associates especially Project teams
- Auditors and other external advisors

## PERSON SPECIFICATION

### Essential Skills & Experience (key competencies)

#### Experience

- Understanding the importance of management accounting reports for cost/profit centres
- Knowledge of project accounting procedures, in particular contract accounting
- Understanding of how Multi-currency transactions impact business performance
- Good command/knowledge of key financial accounts functions

#### Skills

- Strong excel spreadsheet skills
- Able to work on own and as part of a small team
- Self-motivated with good problem solving skills
- Able to work within tight deadlines
- Ability to form strong working relationships
- Ability to identify, predict and address issues in advance
- GCSE's or equivalent (incl. Maths)
- Minimum Part qualified ACCA or CIMA