

COMMERCIAL ACCOUNTANT JOB DESCRIPTION & PERSON SPECIFICATION

NAME:**COMPANY:** BI WORLDWIDE**DEPARTMENT:** Finance**REPORTS TO:** Financial Controller**KEY PURPOSE OF THE ROLE:**

Reporting to the Financial Controller, this role will be responsible for the integrity of the Commercial Accounting activities of the business. The Commercial Accountant will have full responsibility for the financial analysis and reporting of financial performance of allocated projects.

The Commercial Accountant will work closely with client facing teams to ensure delivery of projects within budget, and to ensure the quality of project finance administration on a timely basis.

Principal Responsibilities:

- Full responsibility for the financial management of projects, from understanding and supporting preparation and uploading of budgets to review of project finalisations and timely closure of projects on the Finance System.
- Review project performance with the Client Service/Events teams and where necessary, proactively challenge the accuracy of monthly financial results and forecasts
- To assist Client Service/Events teams as required
- To ensure that all Client Service/Events team members are fully trained on the Finance Systems
- Prepare project performance metrics for the UK Leadership Team
- Liaise with project teams to ensure invoicing schedules are up-to-date and raise/check invoices/credit notes, as appropriate
- Support project team in preparation and review of bids for new work
- Support the Financial Controller
- Prepare budgets, forecasts and financial analysis
- Production 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
- Assist with the preparation of the Statutory reporting, and collation/completion of year end audit schedules
- Ad-hoc tests/audits/reviews/projects on specific areas of concern or opportunity
- Involvement in budgeting and forecasting

Principal Working Relationships

Customers:

- Financial Controller
- Finance team
- BIW Associates especially Project teams
- Auditors and other external advisors

PERSONAL SPECIFICATION:

Essential Experience & Skills:

Experience:

- Experience in preparing management accounting reports for cost/profit centres
- Strong project accounting skills, in particular contract accounting
- Multi-currency business experience
- Good command/knowledge of key financial accounts functions
- Use to working in SME commercial environment

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