

Accountant

London

Perm, Job Share 2 days per week (Monday and Tuesday)

Start Date: July 2020

Purpose

The primary purpose of the role is to carry out the Accounts Payable and Cashier functions for all UK companies and provide general ledger and management accounting assistance, primarily to the Assistant Financial Controller (AFC).

Specific Responsibilities:

- Receive, check and co-ordinate requests for payment, including carrying out supplier statement reconciliations, processing invoices and petty cash payments
- Pay invoices using appropriate payment method
- Input operating expenses into the General Ledger

Cashier function

- Prepare cash books from bank statements, petty cash vouchers and premium cash receipts analyses from Operations department
- Prepare daily bank summary, monitor bank balances and book bank transfers
- Liaise with banks to resolve any issues and carry out administration for addition and removal of signatories

Management accounts and general ledger maintenance

- Calculate prepayments and accruals and prepare month end summary
- Prepare lead schedules (management accounts) from FRx for all UK companies, including high level comments on operating expenses against budget
- Prepare 'General & Administration' analysis memo for management
- Prepare currency matching and analysis reports
- Collate intercompany statements and agree the balances with corresponding group entities
- Maintain the fixed assets register
- Other support in the preparation of management accounts or general ledger maintenance as required

Other duties

- Prepare statutory accounts for one of the UK entities
- Liaise with the auditors on all areas of responsibility during the year end and quarterly audits

For all areas of responsibility the role holder will be required to provide support to colleagues for ad hoc requests or longer term projects in carrying out the Lancashire strategy.

General role requirements

In carrying out the specific responsibilities the role holder will be required to:

- Work in accordance with current best practice, professional accounting standards, FSA and other regulatory requirements
- Report matters which can be reasonably foreseen to affect the reputation or financial position of the company, and any matters that may pose internal negative consequences, immediately to the role holder's line manager
- Ensure knowledge of legislated and regulatory changes, and requirements related to responsibilities are kept up-to-date
- Adhere to and maintain group or company-specific internal controls
- Liaise with internal and external auditors, and other group entities, in order to obtain or provide information to resolve and settle queries as required

Essential Skills & Requirements:

- Use of general ledger systems, Great Plains would be an advantage
- Use of automated banking systems
- Must be detail oriented and have excellent organisational skills
- Ability to work on one's own initiative and with minimal supervision
- Ability to liaise with individuals on all levels
- Proficient in Microsoft Office Suite of applications with intermediate skills in Excel (e.g. use of pivot tables, lookup functions and nested If clauses)
- Ability and willingness to work flexibly as required in particular to manage workload at month end

Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to HR@lancashiregroup.com