# **Job Description**

# **Job title: Assistant Accountant (International)**

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| **Main purpose** |
| Reporting into the Group Financial Controller (GFC), the Assistant Accountant (International) is responsible for all overseas offices in respect of preparation, planning and analysis of the financial and management accounts, whilst maintaining a robust control environment and commercial support to the Group |

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| Main duties |
| * Overseeing monthly accounts for overseas offices, including Profit & Loss and Balance Sheet, from transactional input.
* Liaising with overseas offices and external partners to ensure efficient and timely reporting.
* Managing and facilitating payments for overseas offices, ensuring compliance with regulations.
* Assisting the GFC with year-end audits and Group deliverables.
* Preparation of deferred income accrual for the UK operation.
* Preparing deferred income accrual, prepayments, and accruals for the UK operation.
* Supporting the preparation of Group balance sheet reconciliations.
* Serving as the primary contact for guarantees and letter of credit requests, in collaboration with the Assistant Financial Controller (AFC) and GFC.
* Administering and overseeing all intercompany balances for the Group.
* Support the preparation and reporting of the monthly Group KPIs.
* Support quarterly and annual Group budgeting and forecasting process.
* Support the Group Finance Director (GFD) and GFC in optimising the treasury position of the Group. by ensuring that cash management is effective, and that foreign exchange is controlled.
* Updating and maintaining bank mandates for all Banks.
* Supporting the GFC in streamlining and automating overseas accounting processes.
* Providing back up for payroll.
* Handling ad-hoc duties as required.
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| Group | Click here to enter text. |
| Reports to | Group Financial Controller |
| Responsible for |  |
| Date agreed | Click here to enter text. |