

Group Accountant - Newcastle

ROLE PURPOSE

The role is to assist with the management of all aspects of financial compliance across our growing international group. The role reports to the Global Reporting & Compliance Manager and will require infrequent travel to London.

KEY RESPONSIBILITIES

- **Financial accounting:** provide technical guidance, prepare policy papers, prepare statutory accounts for the group including subsidiaries and manage the associated statutory audits.
- **Tax:** work with advisors and colleagues to ensure that all direct and indirect taxes are filed within deadlines. Provide support on new deals, international expansion and tax planning across the group.
- **Management accounting:** own the transactional and month-end accounting and forecasting for holding companies and group consolidation.
- **International expansion:** assist with all finance aspects necessary for the expansion of the group abroad including initial advice, incorporation, bank account and system and process setup.
- **Treasury:** cash forecasting, managing banking relationships and improving processes and controls.
- **Systems:** maintain the group's chart of accounts (Microsoft Dynamics GP) and reporting tool (Microsoft Management Reporter) and assist with systems trouble shooting and improvement.
- **Continual improvement:** help drive improvement in finance systems, processes, reports etc

BACKGROUND AND EXPERIENCE

- Newly Qualified (ACA/ACCA) working in a dynamic finance team within a rapidly growing international business, where change is rapid and deadlines are tight.
- The candidate will be technically strong and will have experience of managing audits.
- A solid understanding of tax principles is also necessary.
- Experience of maintaining finance systems and treasury functions would also be beneficial.
- The role would also suit a talented individual looking to move into industry from a large accounting firm with experience in audit or tax.

KEY SKILLS AND COMPETENCIES

This role involves having the following key skills and competencies, namely:

- Technically strong with attention to detail and high quality standards
- Ability to work independently and collaboratively, managing multiple deadlines across different disciplines
- Initiative and hands-on attitude – able to see issues as they arise and respond/escalate as needed
- Eager to learn and absorb information from the team, process and contribute own viewpoint/opinion
- Strong Excel and accounting system skills
- Informal, effective communications style at various levels across the organisation
- Positive, resilient attitude

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

Job Description
[Job Title Here]

The main KPI for this role will be achieving the above responsibilities in a timely and accurate manner. It is imperative that compliance deadlines are met without exception. The role should also add value to compliance activities, treasury, systems and processes and if successful, should ultimately progress into other roles within the organization.

The key stakeholders will be the finance team (specifically the Global Reporting & Compliance Manager and Group Financial Controller) as well as auditors, advisors and the broader business.

Key stakeholders

- Stakeholder 1
- Stakeholder 2
- Stakeholder 3

Working at Instant

About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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