

Management Accountant

ROLE PURPOSE

The focus of this role will be to support the Finance Manager with the month end process and all other finance functions within the Serviced Office Division of Instant. Instant transacts a high volume of Serviced Office deals across four global regions.

KEY RESPONSIBILITIES

- **Month-end close:** ownership of month-end close for Serviced and Overhead including working with AR & AP to close the ledgers, reconciling revenue, calculating commissions, posting accruals and prepayments and adjusting entries, fixed assets, review of P&L & balance sheet.
- **Balance sheet reconciliation:** ownership of balance sheet accounts ensuring they are reconciled on at least a monthly basis.
- **Month-end reporting:** producing financial reporting packs, including P&L, BS.
- **Overhead:** Liaise with department heads relating to the Central Overheads. Preparing weekly flash, budget trackers, monthly reforecast and annual budgets.
- **Accounts Payable:** oversee the accounts payable function.
- **Operational support:** providing finance operational support to the Head of Sales and Sales support in Newcastle, assisting with KPI analysis, P&L review, target setting and forecasting.
- **Audit:** Be a key contact for external audit team during on-site fieldwork
- **Continual improvement & ad-hoc:** support the Finance Manager in ad-hoc tasks, reporting requirements and projects, including process improvement, and enhancement of accounting system.

BACKGROUND AND EXPERIENCE

- Qualified (CIMA/ACCA) management accountant with experience working in a fast-paced finance department, handling multiple queries, prioritizing and delivering on deadline.
- Suits someone from a high-volume business

KEY SKILLS AND COMPETENCIES

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

- Great initiative and a hands-on attitude – able to see issues as they arise and respond/escalate as needed.
- Ability to work independently / remotely
- Strong attention to detail (but also with big picture view), enjoy building and maintaining calendars, timetables and checklists to ensure the finance tasks run smoothly
- Great technical ability – instinctual knowledge for where the debits and credits should go and an ‘everything can be reconciled’ attitude
- Eager to learn and absorb information from the team, process and contribute own viewpoint/opinion
- Strong Excel and accounting ERP, CRM and reporting system skills (Instant uses Microsoft Great Plains)
- Excellent communication
- Ability to identify and implement process improvements

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

- The main KPI for this role will be achieving the above responsibilities in a timely and accurate manner.

Key stakeholders

- The Finance team (specifically the Finance Manager)
- Sales Team

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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