

# Management Accountant

## ROLE PURPOSE

The role is to manage all aspects of financial management of a number of entities within our growing international group. The role will report to the Head of Finance and will require infrequent travel to London.

## KEY RESPONSIBILITIES

- **Ongoing financial management:** taking overall financial responsibility for several group companies, including:
  - Performing the month-end close, including working with AP and AR to close ledgers, ensuring P&L and Balance sheets are completed accurately and on a timely basis
  - Ensuring balance sheet accounts are reconciled monthly
  - Working with external in-country accountants where appropriate
  - Acting as key audit contact
- **Dealing with overseas expansion:** work with our in-house compliance team as well as external in-country advisors to put systems and processes in place for new entities in new territories, ensuring the new deals are successfully on-boarded and operational from a finance perspective.
- **Cash management:** managing cash for each of the entities, ensuring cash is flowing in from customers when due and funding needs are highlighted to the group accountant
- **Compliance:** working with our compliance team, advisors and auditors to ensure that all financial accounting, audit and tax compliance is done as required.
- **Continual improvement:** continually improve systems, controls, processes, Excel files and models to ensure that the business continues to grow in a controlled and scalable manner.

## BACKGROUND AND EXPERIENCE

- Qualified Accountant with post qualification experience 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 had exposure to accounting for foreign entities. Strong excel and financial modelling.
- Good understanding of maintaining finance systems and creating and following consistent processes. Excellent communication skills required and must be able to manage various workstreams.
- The role may also suit a talented individual looking to move into industry from a large accounting firm with experience of accounting for multiple client entities.

## 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
- Ability to communicate confidently with people at various levels both within and outside of the organisation
- Positive, resilient attitude

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**Job Description**  
[Job Title Here]

## **MEASURES OF SUCCESS AND KEY STAKEHOLDERS**

The main KPI for this role will be achieving the above responsibilities in a timely and accurate manner. If successful in the role you will develop excellent across multiple finance disciplines in a growing international business. The role should add value to our international finance function and if successful, should ultimately progress into other roles within the organization.

The key stakeholders will be the finance team (specifically the Finance Managers, Global Reporting & Compliance Manager and Head of Finance) as well as advisors and the broader business.

# 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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