

# THE : FUTURE : LABORATORY

## JOB DESCRIPTION

Job title:

Assistant management accountant

Department:

Operations (finance)

Reporting structure:

Role reports to: Finance & commercial director

Team members: Finance manager and operations team

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being diverse, inclusive, ethical, responsible and socially minded.

Key responsibilities:

The Assistant Management Accountant is responsible for the management of accounts to trial balance level. This role must ensure attention to detail and that all the correct internal controls are met in terms of processing the liabilities and assets of the business. Assets includes the sales of the business are in accordance with the client requirements, terms & conditions and internal controls; liabilities means all purchases have been approved and placed by an authorised team member. This role supports the FCD and the FM on all things finance with a focus on generating useful readable reporting to the SLT.

Management Accounting

- : Support the finance manager with the month end process and completion of management accounts pack
- : Analyse overhead (indirect) expense where necessary, liaise with budget holders regarding any variance to budget/forecast
- : Work with the senior commercial operations manager to ensure the correct revenue has been allocated to the correct period based on task complete

Sales Ledger & WIP

- : Management and control of sales ledger & WIP
- : Weekly review of aged debtors to ensure all credit balances are correctly resolved and accounted for
- : Regular review of WIP with PM's to ensure costs are taken to the P&L correctly

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- : Sales invoice processing to ensure billing is done on time, with correct documentation in place and agrees to what is in HubSpot and Paprika
- : Monthly reconciliation of Paprika billings to HubSpot
- : Reconciliation of Sales Ledger accounts to Aged Debtors

### Cash Management

- : Complete daily, weekly and monthly bank reconciliations
- : Ensuring consistent collection of client debt meeting daily targets
- : Complete a weekly debtor report to be shared weekly with MD, FCD & FM in advance of director's meetings Monday afternoon
- : Ensure weekly cash review takes place with the Finance Manager

### Purchase Ledger

- : Manage and control purchase ledger
- : Review aged creditors weekly to ensure all credit balances are accounted for correctly
- : Reconcile purchase ledger accounts to aged creditors
- : Process credit card claims, check and process staff expenses and complete weekly payment runs

### Essential skills and experience:

- : Previous experience in ledger management, reconciliations and cash collection
- : Motivated to succeed in a career in finance
- : Ideally studying towards CIMA or ACCA qualification
- : Paprika software experience is ideal but not essential
- : Excellent attention to detail
- : Excellent written and verbal communication
- : Excellent organisational skills
- : Able to work under pressure and to deadlines
- : Able to work in a small team but also self-motivated
- : Excel skills essential, with a demonstrable understanding and use of formulas
- : Ability to prioritise tasks and follow them through to completion autonomously