

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job Title:

Management accountant

Department:

Finance

Reporting structure:

Role reports to: Chief financial officer

Team members: Commercial finance manager and finance assistant

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, employing more than 65 people, 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 ethical, responsible and socially minded.

Key responsibilities:

- : Complete weekly finance report (cash, debtors & creditors)
- : Monitor WIP monthly. Liaise with project managers to ascertain correct proportion of revenue to be deferred
- : Review monthly bank reconciliations
- : Prepare monthly accruals and prepayment journals
- : Reconcile intercompany accounts (with US and Australian subsidiaries)
- : Prepare quarterly VAT return
- : Review aged debtors and review provision for bad debts
- : Reconcile various balance sheet accounts (salary control, pensions, PAYE/NI, etc.)
- : Prepare monthly management reporting pack, to include P&L and balance sheet
- : Provide full variance analysis of management accounts to budget/forecast
- : Analysis of Product profitability
- : Analysis of overhead (indirect) costs expenses where necessary, liaise with budget holders regarding any variance to budget/forecast
- : Co-ordinate the preparation of subsidiary accounts with local accounting firms
- : Assist in preparation of budget and quarterly forecasts

Essential skills and experience:

- : Management accounts experience
- : Able to be firm with colleagues to ensure approval procedures are followed
- : Good attention to detail
- : Excellent written and verbal communication

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- : Excellent organisational skills
- : Able to work under pressure and to deadlines
- : Able to work in a small team but also self-motivated
- : Excel experience essential
- : Sage 50, Salesforce and Synergist experience preferable