

Job Description

Job title: Assistant Management Accountant

Team: Finance

What it's about:

You will be responsible for assisting the Financial Controller in production of monthly management accounts while undertaking all Sales Ledger duties within the finance team to ensure that we are billing, reconciling and chasing payments in a timely fashion.

With time we expect this role to develop into a senior finance position, taking on additional ownership and responsibilities and assisting the FC in more strategic work.

Reporting To:

Financial Controller

Genie Ventures Pay structure:

This role sits in Band 6 of Genie Ventures Pay Structure
Job role (level) > Specialist

REMIT: Roles in this Band are likely to be technical/creative or functional specialists who will usually be managing small teams. Roles will be based upon an advanced or more diversified understanding of processes and systems. Externally facing roles will involve developing and maintaining excellent relationships with customers (or equivalent) and are likely to be undertaking regular client management activities.

RESPONSIBILITY: Likely to have responsibility for spend, income and/or people management responsibilities. Some roles in this grade may not have any line management responsibility as they either manage specialist projects or have technically demanding roles.

AUTONOMY: Able to suggest and execute strategies based on skills and experience. Will be largely autonomous and will set and/or manage work priorities/tasks for themselves and others. Self-initiates projects in the interest of the team and seeks input from colleagues.

COMPLEXITY: Decisions & problem solving will be more complex (than Band 4) but choices will be limited. Some problems may be novel but most will be variations on previous themes.

Typical roles might include technical/creative specialists, managers of small specialist teams, functional/advisory specialists

What you'll do:

Key responsibilities / Tasks:

- Sales invoicing processing
 - Issuing customer invoices
 - Working with a range of customer types and helping to solve any invoice queries that arise

- **Management Accounts**
 - Input on monthly Management Accounts and KPI's produced
 - Revenue and cost accruals
 - Maintain Fixed Asset schedule
 - Continuous refinement and improvement of finance processes
 - Liaise with FC on an ongoing basis on technical and operational issues as they arise
- **Key Customer Accounts Reconciliation**
 - Ensuring invoices raised are matched with payments received.
- **Credit Control**
 - Ensure credit control (debtor and tenancies) is up to date
 - Monthly reporting of credit control positions to Finance Controller and product teams
 - Actively manage any credit control issues and escalate as appropriate
 - Ensure credit control procedures are followed
- **VAT Returns**
 - Preparation and submission of quarterly (digital) VAT returns.
- **Payroll-** Inputting monthly salary adjustments on payroll portal while Liaising with external payroll company on any issues.
- **Assisting the FC in other duties as required**

Place of Work:

- Cambridge

Hours of Work:

- Full Time 37.5 hours

Person Specification

Who we're looking for:		
Criteria	Description	Essential or Desirable
Experience	<ul style="list-style-type: none"> ● Experience in a similar role ● Proficient user of Sage 50 ● Significant experience of dealing with customer, supplier and internal queries. ● Proven experience managing all aspects of credit control 	Essential Essential Essential Desirable

	<ul style="list-style-type: none"> • Exposure to basic knowledge of VAT rules and PAYE principles and practicalities. • Experience in the preparation of monthly management accounts • Experience with payroll processes. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills	<ul style="list-style-type: none"> • Intermediate level IT Skills in Word and Excel ideally including VLOOKUP and Pivot tables • Strong organisational skills • Proven ability to manage and coordinate tasks to meet reporting deadlines • Good communication skills - both verbal and written • Confident in liaising with internal and external stakeholders 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Qualifications	<ul style="list-style-type: none"> • Studying towards CIMA/ACCA accountancy qualification. • Experience with minute taking in board meetings. 	<p>Desirable</p> <p>Desirable</p>
Genie Behaviours	<p>Smart</p> <ul style="list-style-type: none"> • Intelligent • Imaginative • Inquisitive <p>Great attitude</p> <ul style="list-style-type: none"> • Motivated / driven • Passionate • Serious / focussed • Respectful <p>Get things done</p> <ul style="list-style-type: none"> • Planning • Teamwork • Adaptability 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Job Specific Behaviors	<ul style="list-style-type: none"> • Personal Integrity & Confidentiality • Able to work independently? • Logical, numerate and methodical • Good attention to detail • Flexible approach to work and will embrace new challenges 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Who we are:

Genie Ventures is an ambitious internet business responsible for a network of fast-growing e-commerce sites. We are challenging the tired, standard model of CPM advertising and are masters of building and retaining traffic and turning this traffic into cash. We are market leaders with our Broadband Genie, Office Genie and Genie Goals services and are currently planning our next wave of growth.

Working for Genie Ventures is a fantastic opportunity to get involved with a successful, profitable, growing company at an early stage (we've been going ten years and retain all the fun elements of a startup but with a proven record behind us). We have an entrepreneurial, target-oriented culture and a talented team and – provided you're prepared to work hard and get involved – we'll give you plenty of freedom to succeed and plenty of responsibility. We have a proven track record of making money online, we're ambitious, we want to succeed and we want the best people to join us.