



Accountant

Role and key responsibilities

We are looking for an Accountant to provide support to the Finance department. You will be part of a small team of professionals working to maintain order and transparency for the company's finances.

Primary responsibilities include preparing management accounts/financial statements for a number of subsidiaries/small companies and reporting to the Finance Director. This role will assist the Finance Director in improving the efficiency of operations of the department.

The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and have excellent attention to detail.

Responsibilities will include:

Family Office and Downing LLP subsidiaries (Primary focus)

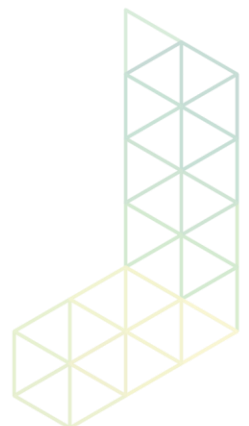
- For subsidiary companies only (currently 2 entities), preparation of monthly management accounts (5 day turnaround) and relevant reporting packs for Finance Director use within main Downing LLP report
- Preparation of monthly/quarterly management account accounts and relevant reporting packs for Finance Director review and sign-off for circa 7 small companies (including subsidiaries)
- Preparation of statutory accounts for Finance Director review and sign-off for same companies
- End to end management of payroll for Blakes Partnership LLP
- Preparation and submission of VAT returns on a full recovery basis for all VAT-registered companies
- Liaison with Chairman's wife regarding day to day operation of Blakes Partnership LLP.
- Any other tasks associated with the above

Other areas (secondary focus)

- Assistance with monthly analysis reports for main Downing LLP reports
- Weekly reporting of cash balances and immediate future commitments to Finance Director/Chairman and CEO
- Assisting the Finance Director with reporting requests raised directly by Finance Director or by other personnel within Downing
- Any other tasks associated with the above

People

- Passing on relevant knowledge to Accounts Assistant





Key technical skills and knowledge required:

- 1 year PQE
- Experience with incomplete records/audit is helpful
- Knowledge of Xero/Sage 200 (or equivalent accounting package) required
- Good excel/word skills
- Must have excellent written and verbal communication skills
- Desire to learn about the business and to work in a fast-paced entrepreneurial environment

Personal Profile:

- Customer focussed - be approachable, friendly and professional whilst working diligently, nothing is too much trouble. Be prepared to roll up your sleeves and be passionate about everything you do
- Assertive and focus on execution – making things happen
- Creative – think outside the box, everything can be improved and we want someone who is confident putting forward new ideas
- Team – have fun; we do our best to cultivate an open, honest, hard-working but fun culture at Downing

Pay/Benefits:

For the successful candidate, we will put together an attractive reward package that will include:

- Competitive salary dependent on experience and qualifications
- Discretionary bonus
- Pension scheme
- Health insurance
- Life assurance
- Income Protection
- Death in service
- Additional social perks

Additional details:

- Reports to Finance Director
- Full-time working from London City office
- All candidates must be eligible to work in the UK or have a working visa

