

## COMMERCIAL ACCOUNTANT JOB DESCRIPTION & PERSON SPECIFICATION

**NAME:****COMPANY:****BI WORLDWIDE****DIVISION:****Finance****REPORTS TO:****Senior Commercial Accountant****KEY PURPOSE OF ROLE:**

Reporting to the Senior Commercial Accountant, this role will be responsible for the integrity of the Commercial Accounting activities of the business. The Commercial Accountant will have full responsibility for the financial reporting and analysis of Revenue, Cost of Sales and Gross Profit of allocated projects/clients/business units and monitoring and reconciliation of various nominal codes.

This role will work closely with Client facing teams to ensure the quality of project finance administration on a timely basis.

**Principal Responsibilities:**

- Full responsibility for the financial management of clients, from understanding and supporting preparation & uploading of budgets and forecasts to review of client performance
- Liaise with project teams to ensure invoicing schedules are up-to-date and raise/check invoices/credit notes, as appropriate
- To assist Delivery teams as required
- Prepare project performance metrics for senior management
- Support the Senior Commercial Accountant, Financial Controller and CFO
- Support in preparing budgets, forecasts and financial analysis
- Business process improvement – development of internal processes
- Design, development and production of financial information for inclusion in monthly management accounts
- Month end management accounts responsibilities including delivery of month end close, ensuring integrity of postings and timely input of transactions and reconciliation of designated nominal accounts
- Year end accounting and support

- Assist with the preparation of the Statutory reporting, and collation/completion of year end audit schedules
- Ad-hoc tests/audits/reviews/projects on specific areas of concern or opportunity

### **Principal Working Relationships (internal & external)**

- Senior Commercial Accountant
- Financial Controller
- CFO
- Finance team
- BI Associates especially Project teams
- Auditors and other external advisors

## **PERSON SPECIFICATION**

### **Essential Skills & Experience (key competencies)**

#### **Experience**

- Experience in preparing management accounting reports for cost/profit centres
- Strong project accounting/reconciliation skills
- Multi-currency business experience
- Good command/knowledge of key financial accounts functions
- Use to working in SME commercial environment

#### **Skills**

- Strong excel spreadsheet skills
- Able to work on own and as part of a small team
- Self-motivated with good problem solving skills
- Able to work within tight deadlines
- Ability to form strong working relationships
- Ability to identify, predict and address issues in advance
- GCSE's or equivalent (incl. Maths)
- Part-Qualified or Qualified AAT

*This job description is subject to review in the light of changing circumstances and is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which an individual works.*

*Other duties within the skills and capabilities of an individual may be assigned from time to time.*