**Junior Management Accountant**

Gravity Global is an award winning, world-leading B2B communications agency. Due to rapid expansion, we’re looking for a Junior Management Accountant to assist to work across two of our subsidiaries. The role will work closely with and report into the Finance Manager, and provide the day-to-day processing along with assisting the Finance Manager in preparation of the monthly management accounts.

**Key responsibilities will include:**

* Accounts receivable function for both businesses, including:
	+ Raising of sales invoices, including ensuring the correct VAT is charged.
	+ Credit control – ownership of the ledger, including liaising with clients to resolve any problems to ensure debts are collected within terms or any potential issues are highlighted to management.
	+ Building an understanding of the client base and the CRM system to flag any potential missing invoicing.
* Accounts payable function for both businesses, including:
	+ Posting of purchase invoices, including reviewing, and obtaining approval for costs.
	+ Setting up of payments and ensuring payments are processed within credit terms.
	+ Regular review of the AP ledger.
* Posting of bank transactions and monthly bank reconciliations, including foreign currency accounts.
* Posting of credit card transactions and monthly credit card reconciliations, including ensuring correction documentation is held for all credit card transactions.
* Monthly review of the purchase orders, including:
	+ Highlighting any aged purchase orders for feedback from the client teams.
	+ Identifying any costs that are missing purchase orders.
* Ensure any potential problems are raised to the Finance Manager within a reasonable timeframe
* Assist the Finance Manager in the preparation of the monthly management accounts by completing the following:
	+ Accruals and prepayment workings and posting of journal.
	+ Posting of salary journal.
	+ Rolling forward of monthly revenue and cost reports.
	+ Running of month end management pack reports.
	+ Analysis of the monthly FTEs.
	+ Posting of the monthly intercompany transactions.
* Maintain both finance inboxes to ensure emails are answered or escalated within a reasonable timeframe.

**Experience / skills required**

* AAT (or equivalent) qualified
* Experience of working with formalized monthly reporting processes
* Strong Microsoft Excel skills
* Experience with statutory audits
* Experience with accounting and project management systems.
* Experience of marketing agency operations and financial processes is desirable
* Ability to work under pressure and to tight timelines and to act on own initiative
* Excellent communication skills and competent at communicating at all levels with both finance and non-finance teams

**What we can offer**

* Competitive salary + benefits
* Global career development opportunities
* Hybrid working with up to 2 days in the office (usual hours 9 – 5:30pm, Monday to Friday)
* Central London location in Finsbury Square with fabulous offices featuring an impressive outdoor terrace with stunning views across the city
* Opportunities to get involved with working groups such as Diversity & Inclusion, Wellbeing and ESG / Sustainability

To apply, please send your CV to jointheteam@gravityglobal.com