

# Management Accountant

Inception Group is a fun, creative and dynamic company founded in 2009. The company operates a group of unique bar, restaurant and club concepts in South West and Central London. We are looking to recruit a Management Accountant to join our finance team. The position would be starting immediately and is a full-time role working remotely as well as from the office.

Duties will include but are not limited to:

- Business Driving Information
  - Production and distribution of critical weekly sales reports
  - Production and distribution of weekly Flash Gross Margin reports
  - Production of monthly Management accounts
- Operational support
  - Working with GM's and management teams to ensure thorough understanding of the numbers
  - Supporting onsite Management teams with all Finance issues
  - Reconciliation of all cash control accounts and identifying and communicating issues with appropriate Ops Support team
  - Quarterly venue safe float checks
  - Championing finance policies, processes and procedures (including driving operational improvements and refining and developing
- Controls
  - Month End Revenue, Paid Outs & InterCo Journals & Recharges
  - Bank Reconciliation & posting Cash Books
  - Invoices – raising and chasing third party sales invoices
  - Assist in preparing payment runs via BACS
  - Monthly customer prepayments & vouchers reconciliations
  - Monthly Balance Sheet reconciliations including Prepayments
  - Quarterly VAT Returns and Reconciliations
- Year end Audit
  - Ensure month and year-end close off within a fixed time frame
  - Resolve year-end audit queries with external auditors
- Team
  - Develop other members of the finance team including direct report (Accounts payable)
  - Building and maintaining relationships with internal and external stakeholders
  - Any other duties that are deemed necessary to support the business as and when required

## **Key Skills and Qualifications**

- General accounting experience
- Multi-site retail experience desirable but not essential
- Advanced Excel skills
- Good communication skills
- Organised and good attention to detail

## **Attributes**

- An ability to work under pressure and to tight deadlines
- Flexible attitude given this role will be varied
- A “can-do” mentality and enjoys a challenge
- A self-starter who shows initiative and can prioritise their workload
- Embraces change and understands the concept of taking risks in a controlled manner
- Detail conscious but also able to focus on the big picture

Please email your CV plus a covering letter to [govind@inception-group.com](mailto:govind@inception-group.com) (No recruitment agencies please only direct

applications)