

Job Title:	Project Accountant
Reports to:	Financial Controller
Line Manager to: (give job titles and numbers only)	N/A
Hours & Location:	37.5 hrs per week; Birmingham

Job Description:

Project accounting for the GBP Develop company within the group plus other smaller development companies both owned and managed.

Reporting directly to the Financial Controller, this role involves:

- Preparation of monthly management accounts
- Review and preparation of all annual statutory accounts and iXBRL tagging
- Assistance with financial/co sec compliance, including setup of new companies as required in line with developments
- Liaison with external auditors
- Assistance with the audit process
- Reports to Boards on quarterly performance
- Effective communication with a range of internal and external stakeholders
- A key feature of this role is business partnering, turning information gained from multiple sources into figures and translating this back into useful meaningful analysis.

Knowledge, Skills, Experience and Qualifications Required:

Essential

- ACA/ACCA/CIMA qualification or similar with at least 1 years PQE
- Extensive experience with Excel, Outlook and the remaining MS Suite, plus accounting packages
- Excellent people management skills
- Ability to work to tight deadlines and to manage competing priorities
- Team player
- Proactive and self-motivated
- Good analytical skills
- Good Communication skills
- Good organisational skills
- Professional communication manner
- Willingness to learn
- Ownership over tasks
- Able to take own initiative with problem-solving

Desirable

- Prior project finance knowledge
- Understanding of property development sector
- Experience with SAP ByDesign or similar

Key Internal and External Clients:

- Shareholders / Directors
- Project Managers
- End clients

Other Considerations: (i.e., required to travel)

There may be a requirement to attend meetings at alternative venues from time to time.
Flexibility to work additional hours to achieve deadlines.

Key Responsibilities:

Financial

- Preparation of month-end management accounts for GBP Develop, eight related development companies and two managed entities
 - All entities have low invoice volume however accuracy and forecasting key
- Review and checking of payment runs/reports
- Review and annotate P&L/BS backing files for key balances
- Assisting Accounts Assistant with the coding of invoices to projects and general ledger codes
- Monitor debtors and creditors, assist Accounts Assistant with background and escalations as required
- Responsible for the process and accuracy of project reconciliations across all companies
- Setting up spreadsheets to maintain essential reconciliations and checking
- Assistance with the annual audit process
- Assistance with VAT return review

Project Accounting

- Management of project finances in all entities
- Reconciling historic amounts as required in detail, dependent on the requirement
- Working with project managers to ensure costs are accrued/prepaid and income is accrued/deferred as appropriate to give a true picture of gross profit
- P&L/Cashflow forecasting for the life of projects, this is particularly important for considering financing requirements long term and other future planning
- Resolving queries for project managers on ad-hoc basis.
- Preparing project reports as and when required
- Preparing accurate historical and forecast financial information on projects, reconciled to project managers' reports.

Any other ad-hoc duties in line with your job role.