

Accounts Assistant

London Studio

Permanent

Full-time (9am to 6pm)

Make is a different kind of architecture practice. Founded by Ken Shuttleworth in 2004, we're an employee-owned firm pursuing a democratic design process that values everyone's input. The Make studios are filled with incredibly talented people from around the world, from architects to IT professionals. Everyone who works here is great at what they do and does it with passion.

We're an equal opportunities employer committed to creating an open and egalitarian working environment.

Purpose:

The purpose of this role is to support the finance manager and management accountant. The role is varied and offers the right candidate an opportunity to gain experience in different areas of accounting and finance management. The role will cover the UK and foreign group companies.

Key tasks and responsibilities:**Month end:**

- Completion of month end reconciliations, including:
 - Bank accounts
 - Fixed assets
 - Prepayments
 - Accruals
 - Employee expenses
- Profit and loss analysis.

Control of purchase ledger

- Check, code and process purchase invoices into accounting system using accounts payable software.
- Processing and payment of weekly BACs run, including overseas payments in local currencies.
- Reviewing aged creditors listings.
- Set up of new suppliers in accounting system and accounts payable software.
- Importing supplier invoices to project management software.
- Checking whether supplier invoices are rechargeable or non-rechargeable to clients.

Expenses

- Reviewing and authorising employees' expenses for the finance manager to review.
- Processing payment of employee expenses.
- Verifying of categorisation of expenses and coding of VAT.
- Checking employee timesheets against expenses.
- Checking whether expenses are rechargeable or non-rechargeable to clients.
- Analysis of expenses.

Bank accounts

- Daily reconciliations of bank accounts in all currencies.
- Entering all payments into the bank schedule.
- Bank reconciliations including foreign currency.

Company cards

- Manage the use and authorisation of company card purchasing.
- Reviewing company card transactions.
- Check, code and process company card expenditure.
- Ensuring receipts are provided for all transactions.

Fixed asset register

- Maintaining fixed asset registers for additions, disposals and depreciation.

Other

- Monitoring of the finance email inbox.
- Preparation of year-end audit workings.
- Ad-hoc analysis.
- VAT review for quarterly VAT return.
- Liaising with studio management on supplier invoices and supplier forms.
- Communication with IT department on studio spend.

The role reports to the finance manager; however, work will also be delegated from the head of finance and management accountant.

Candidate requirements:

- Minimum 6 months' experience in a similar role within in a finance team, ideally gained in the industry or commerce sector.
- Accounting and project management software knowledge.
- Good computer skills with intermediate knowledge in excel.
- Ability to confidently communicate and liaise with suppliers and staff across all levels in person, on the phone and by email.
- A flexible attitude and a strong team ethic.
- Able to use initiative to plan own work schedule to meet deadlines.
- Attention to detail.

Remuneration: Competitive salary and excellent benefits on offer