

Management Accountant/Finance Manager

London Studio – Permanent

Full-time (9am – 6pm)

Make is a different kind of architecture practice. Motivated by imaginative design, we deliver spaces that inspire people and transform lives. Founded in 2004 by Ken Shuttleworth, we have teams in London, Hong Kong and Shanghai providing architecture, interior and urban design services from concept to completion. Our Make studios have 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 Head of Finance and line manage an accounts assistant. 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 responsibilities and tasks:

### **Accounts Receivable function:**

- Run the accounts receivable function to ensure timely and accurate invoicing, collections, and reconciliations. Raising invoices in GBP and foreign currencies for projects.
- Monitor customer accounts to ensure payments are received within agreed terms and follow up on overdue balances.
- Implement credit control policies and procedures to minimise potential bad debts.
- Maintain accurate records of all accounts receivable transactions and provide regular updates to the head of finance.
- Liaise with customers and internal teams to resolve billing disputes or payment issues promptly.
- Reconciliation and posting of bank receipts.
- Maintaining project fee schedule.

### **Month end:**

- Preparation of monthly balance sheet reconciliations and reporting package by single entity and consolidated results.
- Posting of monthly journals including receipts, salaries and intercompany cross charges.
- Monthly accounting of foreign subsidiaries.
- Monthly and quarterly profit and loss analysis.
- Preparation of fee planners for project revenue.
- Reviewing and signing off supplier payments.

### **Project Accounting**

- Responsible for reviewing project profitability. Updating project invoicing and resourcing.
- Keeping project management system (CMAP) up to date with associated supplier invoices.
- Timesheet monitoring.

### **Other:**

- Line management of accounts assistant.

- Cover the purchase ledger role when necessary.
- Assist in the management of company credit cards.
- Preparation of quarterly VAT/GST returns.
- Reviewing expenses in line with company policies.
- Annual audit preparation.

**Candidate Requirements:**

You will be a qualified accountant with demonstrable experience. You will have a thorough understanding of accounting, control, process and procedure, while remaining adaptable and responsive to business change. With an excellent grasp of detail, you will not be afraid to adopt a 'sleeves rolled-up' approach.

- Fully qualified accountant.
- Ability to manually consolidate accounts with foreign currencies.
- Contract accounting experience (project stages, WIP, applications, etc).
- Proficient knowledge in Excel.
- Ability to confidently communicate and liaise with clients, suppliers and staff across all levels and in different countries.
- Proactive.

**Remuneration:** Competitive salary and excellent benefits on offer.

Please send over your CV and cover letter to [financerecruitment@makearchitects.com](mailto:financerecruitment@makearchitects.com)