

### **Accountant** **Cambridge, UK**

Full-time (5 days a week)

We are currently seeking an experienced in-house Accountant to maintain overall responsibility for the day-to-day accounting function of the Company. This individual will be responsible for the preparation of monthly management accounts which provide financial information to key stakeholders, and the preparation of the annual trading budgets. As well as leading the preparation of the annual financial statements, this role will also be responsible for managing the annual external audit process. Reporting in to the Commercial Finance Manager, the Accountant will also have a small team to manage.

Your responsibilities will include:

- Preparation and reporting on monthly management accounts
- Preparation of year end statutory accounts
- Working with the Commercial Finance Manager on the production of annual budgets
- Ensuring all relevant software is fit for purpose, managing upgrades where required
- Review and monitoring of internal financial processes and procedures
- Monitoring of treasury balances, liaison with Company bankers
- Monthly payroll preparation
- VAT return submission and VAT compliance work as necessary

The successful candidate will need to enjoy working in a dynamic and fast-paced environment, where the ability to manage a variety of simultaneous tasks, with numerous stakeholders, is paramount.

Knowledge and skills required:

- ACA/ACCA qualified or equivalent
- Commercial experience desirable
- Strong technical understanding of current UK GAAP, FRS 102 and Charity SORP
- Sound understanding of budgetary management
- Proactive approach with strong analysis and problem solving skills
- Experience of line management, with ability to lead, motivate and develop a team
- Strong organisational skills and ability to work under pressure, prioritise and meet deadlines
- Continuously seek opportunities to improve knowledge and skills

The Company of Biologists is a not-for-profit publishing organisation dedicated to supporting and inspiring the biological community. The Company publishes five specialist peer-reviewed journals: Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models & Mechanisms and Biology Open. It offers further support to the biological community by facilitating scientific meetings, providing travel grants for researchers and supporting research societies.

The Company of Biologists is an inclusive organisation and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

This is an exciting opportunity within a well-established publishing company. The role is based in our attractive modern offices in Histon on the outskirts of Cambridge, UK and is a full time role, offering an attractive salary and benefits.

To apply, please send your CV by email to [recruitment@biologists.com](mailto:recruitment@biologists.com) with a covering letter stating current salary, relevant experience and why you are enthusiastic about this opportunity by 31 August 2022 .