Job Title: Management Accountant

Job Location: London, UK
Salary Range: up to £35,000
Benefits: Pension, private medical insurance, travel insurance, 24 days annual leave (in addition to public holidays)
Duration: Permanent
Hours: Full-time (35 hours per week)
Reporting to: Finance Director

Role purpose.

To maintain a first class management accounting and reporting in line with the agreed deadline and structure, including supporting the Finance Director with ad hoc information requests and communicating with other staff members throughout organisation to ensure financial compliance. To support and look for continual improvements in monthly reporting, forecast and budgeting processes for the group.

Key Accountabilities

- Working with the small finance team to provide financial support and analysis to support operational decisions, ensuring performance commentary includes actions required to maintain or improve the current processes.

- Responsibility for the transactional accounting of assigned cost centres to ensure compliance with both management and statutory accounting requirements including month/year end close procedures, cost accruals, journals and balance sheet reconciliations.

- Timely and accurate production of management accounting information (including budgeting and forecasting) within required timescales and to a high quality, ensuring performance commentary.

- Distribution of the monthly project report according to the agreed timeline and assist Finance Director in preparing the board pack.

- Ensure control over the balance sheet through monthly reconciliation.

- Contribute & deliver projects to meet Finance or wider business objectives.
REQUIRED SKILLS, QUALIFICATIONS & EXPERIENCE

- Finalist, Qualified accountant (CIMA/ACCA or ACA) or Qualified by experience.
- At least 2 years’ experience in a similar capacity.
- Extensive experience of using financial systems and good excel skills.
- The ability to liaise at all levels of the business with ease with written and verbal communications skills.
- Experience of working in a team towards a common objective
- Experience of working towards tight deadlines.
- An inquisitive mind set with excellent organisational skills.
- Proactively seeks opportunities for process improvement
- Deadline driven, with an eye for detail.

This Terms of Reference contain the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. The job description will be reviewed yearly, but initially after 6 months. Where any task becomes a regular part of an employee’s responsibilities, the job description will be changed in consultation with the employee and the Finance Director.

ABOUT IWA

Drawing exceptional professionals from 140 countries, the membership of the International Water Association (IWA) brings together scientists, researchers, technology companies, and water and wastewater utilities, all working to address the world’s most urgent water challenges when and where they arise, from ridge to reef and from catchment to tap. The IWA has become an international reference and source of durable water solutions, products and services that are robust and flexible enough to be universally applicable, easily accessible, and locally adaptable.

IWA publishes 12 scientific journals and 40+ books per year on water management. IWA develops leading edge innovations and synthesises these through the work of its IWA Specialist Groups, Clusters and a set of global programmes focused on for example Cities of the Future and Basins of the Future. IWA has a worldwide staff of approximately 50, with headquarters in London and offices in Nanjing, China and Chennai, India.
HOW TO APPLY

Opening Date for Applications: 07/02/2020
Closing Date for Applications: 21/02/2020

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees. Applicants must also provide information on their eligibility (or not) to work in the UK.

Applications should be submitted by e-mail by 21 February 2020 to the IWA Human Resources department at recruitment@iwahq.org.

IWA is an equal opportunity employer.