

THE VIEW

FROM THE SHARD

Designed by Master Architect Renzo Piano, The Shard has redefined London's skyline and quickly established its place as a dynamic symbol of London. At a height of up to 800ft or 244m, and at almost twice the height of any other vantage point in London, visitors will experience unrivalled 360 degree views over the city for up to 40 miles on a clear day. Surrounded by the city's most notable attractions, the high-life awaits you at The View from The Shard.

JOB DESCRIPTION

Job Title:	Management Accountant
Reports to:	Finance Director
Direct Reports:	Finance Assistant, Finance Business Analyst
Hours:	Office Hours, Monday – Friday (Hybrid working)
Salary:	Up to £60,000 per annum

THE PERKS

- 25 days Holiday (pro-rata) + Bank Holidays
- Length of Service Benefit – additional day holiday for every year (capped at 5 years)
- Private Medical Insurance for you and your family
- Employer pension contribution of 5% of your annual salary
- Complimentary tickets to The View and 40% staff discount
- Employee Assistance Programme
- Perkbox Membership
- Life Assurance

ROLE PURPOSE

The Management Accountant will be a pivotal member of our team, managing financial and budgeting processes. You will prepare and present detailed financial reports, including profit and loss statements, balance sheets, and cash flow analyses, to provide a clear picture of our financial health. By implementing and maintaining robust financial controls and procedures, you will help safeguard the business and ensure compliance with financial regulations. Your work will be crucial in guiding the company towards sustainable growth, making you a key player in driving our financial success. You will also lead a small finance team where you will be fostering a collaborative and high-performance work environment.

WHO WE ARE LOOKING FOR

We're excited to find a talented, proactive and fully qualified Management Accountant to join our vibrant Finance team. The ideal candidate will have a proven track record in the hospitality industry and a passion for financial excellence. Your experience in developing and managing budgets, implementing robust financial controls, and analysing operations will be crucial. Proficiency in finance software like Sage, along with advanced Excel and Power BI skills, is essential. If you have exceptional analytical abilities, strong problem-solving skills, and a meticulous eye for detail, you'll thrive in this role.



YOUR RESPONSIBILITIES

- Prepare monthly management accounts, including profit and loss statements, balance sheets, and cash flow statements.
- Review monthly balance sheet reconciliations.
- Responsible for the administration of the Company's bank accounts and corporate credit cards.
- Ensure all relevant Sales, Costs, Assets and Liabilities are captured and accounted for accordingly.
- Ensure timely and accurate financial reporting in accordance with UK Accounting Standards and IFRS.
- Ensure compliance with financial regulations and internal policies.
- Develop and maintain comprehensive budgets and forecasts that cover all operational areas, including ticket revenue, secondary spend revenue, events and other revenue, expenses, capital expenditures, and cash flow.
- Credit control: manage the credit control process to ensure timely collection of outstanding receivables; implement effective credit control policies and procedures to minimize bad debts and improve cash flow; conduct regular reviews of customer credit limits and terms, adjusting as necessary based on payment history and financial stability.
- Responsible for month-end and year-end close activity including journal preparation and posting, closing ledgers in the finance system (Sage).
- Responsible for the preparation of annual statutory accounts and returns.
- Be key liaison with external auditors to ensure all audit requirements are met on time
- Monitor and report on financial performance against budgets, providing variance analysis and explanations.
- Analyse and manage operational costs, identifying areas for cost savings and efficiency improvements.
- Work closely with department heads and budget holders to control and optimize expenses.
- Provide detailed financial analysis and insights to support business decisions.
- Prepare ad-hoc financial reports and presentations for senior management.
- Monitor revenue streams and analyse trends to support pricing and promotional strategies.
- Assist in developing strategies to maximize revenue and profitability.
- Maintain robust financial controls and procedures.
- Identify and implement improvements in financial systems and processes.
- Support the integration and optimization of financial software and tools.
- Work closely with the Senior Management Team and other team members to achieve departmental objectives.
- Lead and manage a small finance team to ensure accurate and timely financial processing and reporting, and to maintain robust financial controls, while fostering a collaborative and high-performance work environment.
- Undertake ad hoc financial exercises as from time to time required by senior management
- Extensive use of the finance system – Sage.
- Collaborate with other teams to ensure Finance is a valuable business partner
- Provide financial training and support to non-financial staff as needed.



SKILLS AND EXPERIENCE

- Has successfully achieved a full qualification in ACCA / CIMA or other equivalent accounting qualification.
- Proven track record in a management accounting role, preferably within the hospitality industry.
- Knowledge of revenue streams and pricing strategies specific to the hospitality sector.
- Understanding of how financial decisions impact guest experiences and operational efficiency.
- Experience implementing and maintaining financial controls and procedures.
- Exceptional analytical skills and attention to detail.
- Experience in developing, managing, and monitoring budgets and forecasts.
- Expertise in managing and analysing operational costs to identify savings and efficiency improvements.
- Proficiency in preparing detailed financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Familiarity with finance accounting software such as Sage
- Advanced Excel and Power BI skills, including the use of complex formulas, pivot tables, and financial modelling.
- Knowledge of financial regulations and compliance requirements.
- Experience ensuring adherence to accounting standards and internal controls.
- Critical thinking skills to solve financial issues and provide strategic recommendations.
- Experience leading and managing a finance team, including delegating tasks, providing feedback, and fostering professional development.
- Ability to motivate and guide team members to achieve financial objectives.
- Ability to work with other departments to ensure financial practices support excellent customer service.
- Strong problem-solving skills to address and resolve financial discrepancies and challenges.
- Strong interpersonal and communication skills, with the ability to build effective relationships with internal and external stakeholders.
- Ability to think proactively and implement solutions that enhance financial performance.
- Experience in preparing and analysing financial statements, budgets, and forecasts.
- Knowledge of compliance issues related to the hospitality industry and financial regulations.
- Experience with internal and external audits, including preparing documentation and addressing audit findings.
- Knowledge of best practices for audit preparation and response.

