

Junior Management Accountant

About Edition Capital

Edition Capital is a fast-growing Investment and Advisory group specialising in Leisure and Entertainment. With over 50 years' experience in sector, the Edition team bring a wealth of knowledge to the businesses that they work with.

At Edition, we are proud to support independent businesses looking for expertise and capital to deliver ambitious growth plans. Our current portfolio includes; festivals (Snowboxx, Kala, Cool Britannia); live venues (Oval Space); F&B venues (Pergola, The Prince, Little Blue Door, Morty & Bobs); lifestyle (Hotpod Yoga); and immersive attractions (The Crystal Maze Live).

The Edition Advisory team offer a full suite of services, covering strategic, financial, operational and taxation support. Whether the focus is creating a strong commercial and financial framework or developing new business strategies, we work closely with businesses to give entrepreneurs the space to be creative and focus on what they do best.

Purpose of the role

The Junior Management Accountant role will support the finance function of several of our clients, focussing primarily on preparing management accounts, whilst also assisting with bookkeeping, VAT returns, payroll, financial analysis and budgeting.

This is an exciting role in an industry-leading commercial team, offering the opportunity for a committed candidate to establish themselves within a unique organisation and – in time - influence investee and client businesses in their growth and strategy implementation. It calls for a candidate with a strong work ethic, a committed, a conscientious attitude and the ability to collaborate with partners from across the Leisure and Entertainment industry.

Due to the core focus on monthly reporting and financial analysis, the role will suit a candidate with prior management accounting experience looking for a finance role within a commercial environment.

Key Accountabilities

- Oversee bookkeeping across several Leisure and Entertainment companies (Xero), including:
 - Maintenance of all company ledgers
 - Processing of invoices
 - Preparation and posting of payments (multi-currency), ensuring that invoices are paid in a timely manner, based on due dates and payment terms

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- Assist with the presentation of monthly management accounts, providing detailed records explaining variances between consecutive months and pre-determined annual budget
- Presenting monthly reconciliations of the balance sheet, recording any movements/activity within the accounts between periods
- Monthly reconciliation of the fixed asset register, recording the additions or disposals of assets. This will also involve compliance with the existing depreciation policy of client
- Preparing & executing monthly payroll for all clients, including responsibility over pension scheme submissions and adherence to any legal obligations
- Responsible for overseeing the preparation and submission of quarterly VAT returns
- Other adhoc tasks such as assisting with:
 - Cash flow reporting
 - Budget preparation
 - Quarterly reporting
- Operational tasks e.g. training in-house management teams
- Developing relationships with personnel in the industry
- Deal with any queries on a timely basis
- Assistance with the preparation of Year End accounts
- Supporting the team in other areas of the advisory business

Role Requirements

Essential

- Two years' minimum experience of bookkeeping/accountancy
- Part-Qualified ACCA/CIMA/ACA
- Good Excel knowledge
- Attention to detail, highly literate and numerate
- Strong written, and verbal, communication skills
- Ability to work with a strong degree of independence, to show initiative and to prioritise and balance work streams
- Ability to communicate with a wide range of personnel
- Keen interest in Leisure and Entertainment industries

Desirable

- Knowledge of Xero systems
- Leisure and Entertainment industry experience