

UK Assistant Management Accountant

Department: Finance
Location: 50 Featherstone Street, EC1Y 8RT
Reports To: UK Head of Finance
Hours: Full Time (37.5hrs)

Overall Objective

- To assist the UK Finance team with completion of monthly management accounts, weekly sales reports and other ad hoc tasks

Key Responsibilities

- Bank reconciliations for UK and French bank accounts
- Weekly cash reports
- Purchase ledger (this will be gradually passed over)
 - Maintain and control recording of all supplier invoices, making payments, reconciling accounts with supplier statements and making payments
 - Handle cash movements out of the UK business accounts
- Preparation and timely filing of VAT returns for UK and other UK based subsidiaries
- Liaising with Omnibus team to ensure sales invoicing matches the reporting
- Liaising with the Panel team and taking responsibility for making the weekly Panel payment
- Assist with NetSuite (our accounting and CRM system) training and maintain the integrity of NetSuite CRM data
- To ensure all reporting and management requests are accurate and delivered on time
- To ensure client satisfaction and to represent YouGov plc in a professional and ethical manner at all times. To ensure queries not relevant to the department are passed on to the relevant contact or department promptly
- To protect YouGov plc in all client relationships and act with integrity at all times.

Skills required

- Keen to progress and further themselves with an accounting qualification
- Good problem solving, analytical and numerical skills
- Excellent interpersonal skills
- Ability be assertive when needed
- Ability to deliver results, meet deadlines and manage time effectively
- Excellent written, oral and electronic communication skills
- Forward thinker

Personal attributes

- Self-discipline
- Self motivation
- Positive attitude
- Excellent organisational skills
- Professional attitude

Experience required

- 1 – 2 years previous experience within an accounts department is preferred

Education and qualifications

- Educated up to degree level
- Fluent written and spoken English

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.

To apply, please send your CV and cover letter to vacancies@yougov.com