

Job Description

Job Title: Junior Management *Accountant* (six-month fixed term contract)

Reports to: Financial Controller

The Position

Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser and publisher of business to business events, within a range of engineering, transport, trade and technical sectors. Established in 1965, the company is part of Reed Exhibitions, a division of RELX Group. RELX Group is a global provider of information and analytics for professional and business customers across industries.

We are looking to recruit a Junior Management Accountant, who may be studying towards ACCA/ACA. The primary purpose is to support the FA with production of on-time and accurate management reporting information. The candidate should be a self-starter with an ability to problem solve and integrate quickly into the finance team. For the right candidate, this position could become permanent

Key Responsibilities include:

- Supporting the Financial accountant with the production and submission of monthly management accounts to UK head office.
- Reconciliation of aged debtors ledger to underlying nominals.
- Production of weekly aged debtors reports for the various shows, communicating the reports with the show teams and following up with issues as they arise.
- Providing supervisory support to the credit control team.
- Supporting the deployment of the parent companies finance and CRM systems as required.

Skills, Knowledge, Experience:

- Highly competent accountant, with suitable experience and/or qualifications to match. The role may suit part qualified ACCA/ACA.
- Previous multi-currency experience (desirable)
- Foreign language skills (desirable)
- Advanced Excel skills
- High attention to detail
- The ability to work both independently and as a team player
- Proactive, responsive and able to work under pressure

The duties and responsibilities in this job description are intended to be an indicative but not exhaustive list of the responsibilities of the postholder. As Mack Brooks develops, the requirements of the job will develop and change. The postholder will be expected to adapt to these changes.