

## Job Description

**Job Title:** Temp to Permanent Financial Accountant

**Reports to:** Financial Controller

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### 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.

Following the recent acquisition of Mack Brooks by Reed Exhibitions, a temporary position has arisen to back fill the role of the incumbent Financial Accountant who will take on the responsibility for the transition of the financial reporting onto the new group wide finance system. The primary purpose of the role is to support the FC 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. This role may provide the right candidate an opportunity to develop into a new permanent role within the finance team, post completion of the project.

### Key Responsibilities include:

- Responsible for production of monthly management accounts for the MB Group.
- Processing all month end journals relating to prepayments, accruals and maintaining the fixed asset register.
- Production of show accounts as required including posting and identification of all required accruals.
- Completion of the annual statutory accounts for UK entities of the group.
- Production, along with local advisors, of Annual Accounts for the overseas companies; USA, China, Turkey, and Singapore.
- Production of supporting Balance Sheet reconciliations for all entities.
- Liaising with the Treasury Accountant to ensure prompt reconciliation of all intercompany accounts
- Ad hoc financial reporting as required.
- Prepare the weekly and monthly payroll for the UK and USA for approval by the FC/FD and including month end reconciliation of payroll
- Monthly reconciliation of payroll taxes and ensuring timely payments.
- Preparation of P11d's and Annual PSA declarations.
- Completion of monthly pension submission.
- Completion of ONS returns as and when required.
- Managing preparation and submission of the groups various VAT returns and declarations.
- Weekly completion of cash flow forecasting
- Quarterly submission of the EC Sales Listing

### Skills, Knowledge, Experience:

- Highly competent accountant, with suitable experience and/or qualifications to match, the role may suit final stage studier, fully qualified ACCA/ACA or QBE

- Previous multi-currency experience (desirable)
- High level of attention to detail.
- Foreign language skills (desirable)
- Advanced Excel skills
- 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.