

**Role:** Transactional Accountant

**Reporting to:** Finance Manager

**Location:** Birmingham (B1)

**Salary:** Up to 23k

### **Who are we?**

Citibase operates a rapidly expanding and diverse nationwide network of business centres offering flexible workspaces to entrepreneurs and businesses. We give our Customers the flexibility, independence, 'Freedom at Work', and support to create, grow and enjoy running their businesses in our centres.

We've been going from strength to strength for 25 years to cement our position as 'The Property Manager for the New Economy'. We're currently experiencing a sensational period of growth as the flexible officing revolution continues to disrupt the traditional office market. Our unique Client management model connects building owners (Clients) with occupiers (Customers) to generate cash from underutilised office space in all types of buildings from Aberdeen to Brighton. Citibase is creating a positive alternative in the business centre market.

### **What are our values?**

Our people come from all sorts of backgrounds, however we all share the same values and characteristics. We're positive, team players, good organisers and great at communicating. After all, we are the living, breathing and smiling proof that 'Freedom' at Work' is not just for our Clients and Customers – it's for the people who work hard to make it all happen.

### **What will you do?**

In a small and fast paced team, you will report to the Finance Manager. You will be responsible for a number of business centres producing monthly management accounts packs and work closely with the Management Accountants team who will provide you with guidance and support for your centres.

### **How will you deliver this?**

- Preparing monthly client's packs whilst keeping to strict monthly deadlines
- Importing month end sales invoice data from the business billing software
- Producing analysis of the revenue streams to ensure revenue is captured in the correct period (occupancy/service/virtual revenue)
- Reconciling customer deposit balances and overseeing the return of deposits where required
- Managing the fixed asset register
- Posting monthly accruals, prepayments and depreciation
- Preparing cash flow statements for management to review
- Preparing balance sheet reconciliation templates for management to review
- Reviewing monthly transactional/cost reports to ensure relevant cost is captured in the right period
- Reviewing monthly receipted/unreceipted purchase orders
- Providing assistance to the business/client during year end and partner audits
- Assisting in the preparation of the annual budgets and perform regular monthly forecasting
- Creating and maintaining new centres within the finance systems
- Any other ad hoc tasks as required

### **Knowledge/Experience**

- Working towards CIMA / ACCA or equivalent
- A background of working within a Finance department for 12 months minimum within similar role would be essential to succeed in this role
- Some experience within banking, account reconciliations, preparing financial statements and preparing VAT returns would be advantageous

### **Key skills/behaviours required for this role:**

- Resilient and embraces change
- Building internal customer relationships
- Excellent communicator at all levels
- Planning and organising
- Working effectively
- Problem solving
- Team player
- Analysing and interpreting
- Taking responsibility

### **What will we offer you?**

- Up to 23k
- Pension scheme
- 28 holidays (Including public Bank Holidays)
- Ride to Work scheme
- Study support