

About Guinness World Records

GUINNESS WORLD RECORDS (GWR) is the global authority on record-breaking achievement. The iconic annual *Guinness World Records* book has sold over 138 million copies in over 20 languages and in more than 100 countries since 1955. Additionally, the *Guinness World Records: Gamer's Edition*, first published in 2007 and part of a growing GWR publishing programme, has sold more than five million copies to date. Guinness World Records' television programmes reach over 750 million viewers worldwide, and the GWR YouTube channel boasts more than one million subscribers, prompting more than 300 million views per year. The GWR website receives 21 million visitors annually, and we engage with over 12 million fans on Facebook.

ACCOUNTANT (Mandarin Speaking), LONDON

Full Time

The Opportunity

The main purpose of the role is to assist the Finance department in Revenue Recognition, Sales ledger, Purchase ledger, Banking, Salaries, Intercompany, Balance Sheet reconciliations and posting various journals across all territories.

Main Duties & Responsibilities

1. Ownership of China Company P&L and Balance sheet. Posting accruals, prepayments and other ad-hoc journals.
2. Monitoring China company revenue, deferring or accruing based on the supporting commercial contracts.
3. Creating, reviewing and distributing monthly reports to China management.
4. Posting, and reconciling monthly salary information for all global entities.
5. Review and reconcile monthly intercompany transactions across all entities, posting adjusting journals where required.
6. Support Accounts Payable Assistant with processing invoices, expense and purchase orders.
7. Support Accounts Receivable Manager with processing sales invoices and banking.
8. Support Accounts Receivable Manager with monitoring company CRM system, liaising with global commercial teams.
9. Assisting with weekly/monthly bank accounts reconciliation in multiple currencies.
10. Assisting Financial Controller and Management Accounts with any ad-hoc reports or tasks

Candidate Capabilities

- Mandarin Speaking a must
- Minimum three years' finance experience.
- Numerate, with a good academic background.
- Previous accounts payable/receivable/assistant accountant experience essential.
- Previous experience of revenue recognition, balance sheet reconciliations, and salaries an advantage.
- Experience in Microsoft Dynamics / Jet Reports an advantage.
- Excellent planning skills, methodical with attention to detail and good interpersonal skills and well organised.
- Strong Excel/Spread sheet skills required.
- Experience of working in multi-currency and multi-territory an advantage.

How to apply

Interested in the opportunity to gain experience from a strong brand with a great working environment? Send your CV and a covering letter to hr@guinnessworldrecords.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.