

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.

MANAGEMENT ACCOUNTANT, LONDON

Full Time

The Opportunity

- Management accounting and reporting for Guinness World Records, including assisting with the budgeting and year end reporting process.
- Management of Accounts Payable clerk, overseeing Purchase Ledger functions.

Main Duties & Responsibilities

- Preparation and evaluation of monthly management accounts (P&L, Balance Sheet, Cash Flow, and KPI's) both internally to GWR and externally to the group.
- Maintain P&L revenue schedules; controlling deferred and accrued revenue
- Preparation and evaluation of consistent management information and KPIs
- Assisting with budgeting and forecasting.
- Preparation of information for, and assistance with, annual and interim accounts, audit, tax
- Preparation of balance sheet reconciliations, maintaining the Fixed Asset Register, creating and posting journals, prepayments & accruals. Preparation of Stock and WIP reconciliations.
- Provision of financial support and analysis to operational staff.
- Management of Account Payable clerk, overseeing and assisting in Purchase Ledger functions.
- Controlling the month-end close process.
- Ensuring that relevant VAT and Tax returns are completed and submitted.

Candidate Capabilities

- 3+ years relevant experience preferably in a related industry
- Ability to prioritise and manage personal time.
- Experience with posting journals, prepayments and accruals.
- Balance sheet reconciliations
- Month-end reporting and assisting with audit.
- Cross-functional and confident multi-level communication and cooperation
- Experience of MS Dynamics GP/Jet Reports, plus advanced MS Excel skills.
- Experience in working in a multi-currency environment
- Experience in working with external finance professionals (bank, auditors)

Desired

- Positive, proactive can-do attitude
- Attention to detail
- Mandarin or Japanese language 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.