

Franco-British organisation based in London is looking for a **French speaking Chief Accountant**. You will report to the Finance Director in accounting and payroll duties, keep under review appropriate, accurate and efficient financial systems which meet the needs of the French and English accounting reporting standards and ensure appropriate controls and procedures are in place. You will also supervise a small team of accounts administrators.

ROLE:*Finance and Accounting:*

- Supervising a small team of accounts administrators, including the preparation of annual performance appraisals in liaison with the Finance Director (FD).
- Working with and assisting the FD, keep under review appropriate, accurate and efficient financial systems which meet the needs of French and English accounting reporting standards and ensure appropriate controls and procedures are in place;
- Completing the monthly and annual reporting on a timely basis; reconciling the general accounting information (SAGE) with input from other administrative staff via auxiliary accounting systems
- Managing accounts for organisation's para-activities
- Processing payments and recording expenditure in accounting systems (or provide to external agent), producing monthly accounts and management accounts to agreed timetable;
- Managing the bank accounts to ensure the best use of the finances to meet expenditure requirements and report regularly to the FD the cash flow position.
- Preparing monthly payroll in conjunction with the HR Manager and making regular payments to HMRC and other agencies.
- Preparing documents and files for the annual audit and working with the statutory auditors to ensure a smooth running audit. Reviewing the auditors' services if requested
- Setting up procedures to support staff for delegated budgets to enable them to monitor and control their budgets.
- Assisting the FD in the preparation of the organisation's annual budgets.
- Participating in meetings of the organisation's Finance Committee, if requested
- Preparing reports and financial simulations for Board meetings, as required by the FD.
- Deputising for the FD as required in the day-to-day administration of the organisation's administration
- Preparing financial analyses, as required by the FD, relating to contacts or transactions with other organisations

Other duties

- Undertaking any other duty or responsibility which may reasonably be requested by the management.
- Participate in training, other learning activities and performance development as required.

PROFILE:

- Fluent French and English
- French or English accountancy qualification or QBE
- **French and UK accounts experience**
- Strong experience in preparing accounts and managing payroll using SAGE
- Excellent organisational skills with an ability to prioritise and meet deadlines
- Excellent analytical skills and financial awareness.



- Practical approach to problem solving and meticulous attention to detail
- Excellent interpersonal and communication skills.
- Ability to work collaboratively with a range of colleagues
- Ability to produce and explain financial information
- Good IT skills and accounting software packages
- Practical knowledge of accounting for a UK charity will be a plus

SALARY AND BENEFITS:

c£50k to £55k according to skills and experience

excellent benefits

40 hours/week

