JOB DESCRIPTION

Job Title: Management Accountant
Department: Finance
Primary job location: Kent House
Reporting to: Group Finance Manager
Direct reports: 2
Date reviewed: January 2022
Author: Katie Norrell

About VIRTUS

VIRTUS Data Centres is the UK’s fastest growing data centre provider which owns, designs, builds and operates the country’s most efficient and flexible data centres. Our mission is to consistently exceed the expectations of customers through innovative, high quality solutions and services.

We employ intelligent thinkers – people with positive attitudes, who add value to our customer proposition and business. We value individual endeavour and initiative, encourage teamwork and togetherness because collective experience and expertise is VIRTUS’ greatest strength.

Job summary

We are seeking a Management Accountant to support our growing team in delivering against our monthly financial record-keeping and reporting responsibilities.

The role will include involvement in a wide range of recurring and ad hoc finance tasks in supporting our portfolio of operating companies, working with our external and internal auditors on interim and year-end work programmes, and assisting with continuous improvement of our key finance processes and controls including maintaining up-to-date process documentation. There will also be the opportunity to take ownership for specific areas such as review of monthly management accounts for a subset of operating companies within the Group.

The role would suit a recently qualified Management Accountant with 3+ years’ of practical experience in a Finance team.
Key responsibilities

The role includes but is not limited to the following:

- Provide accurate and timely management reporting to assist with key decision making. This would specifically include:
  - Preparation of budget packs for the budget holders and developing strong business partnering relationships across the wider business.
  - Preparation of monthly and quarterly management accounts & KPIs, variance analysis and associated financial commentary.
- Responsibility for month-end tasks, including:
  - Journals for accruals, prepayments, etc.
  - Review and clearance of intercompany transactions and Management recharges.
  - Balance sheet reconciliations.
- Review accounting processes, documentation, practices and recommending improvement where necessary to ensure efficient financial operations. This would specifically include driving change towards process automation and furthering controls and risk management.
- Lead, manage, guide and motivation of direct reports within the AR and AP Team.
- Management of the WAP (PO/invoice and expense approvals) system.
- Assisting with preparation for interim and year-end audit and interacting effectively with both external auditors and internal auditors to respond to queries.
- Review of cash flow reporting and KYC documentation.
- Supporting other team members with ad hoc projects as required.

Any other reasonable requests made by your line manager.

Candidate profile

Qualifications:

Essential:

- Accountancy qualification (CIMA or ACCA).

Desirable:

- Educated to degree level.

Experience:

Essential:

- Strong knowledge, practical use, and development of ERP systems specifically, SAP and SAGE 200 accounting systems.
• Sound practical knowledge and experience of finance processes and controls, and interest in continuous process improvement/optimisation.
• Strong data analysis and interpretation skills.
• Good communication skills and comfortable with regular exposure to senior management.
• Ability to work under pressure and to deadlines.

Desirable:

Familiarity with data centre sector or other technology/capital intensive businesses advantageous.

Knowledge:

Essential:

• Specific knowledge of SAP and SAGE applications.
• Microsoft Office (Excel, Word, PowerPoint).

Desirable:

• Advanced excel skills including use of power query for data analysis.

Skills:

Essential:

• Ability to contribute to and work well with the team.
• Planning and organisation skills and able to prioritise to meet deadlines and manage fluctuations in workload.

In line with the VIRTUS’ Safeguarding Policy, the successful applicant must be willing to undergo a BS7858 screening process.

Remuneration package and benefits:

• Competitive rate of pay
• Private healthcare
• Critical illness and life assurance
• Pension contribution scheme
• Discretionary bonus
• Cycle to work scheme
• Eye care benefit
• Annual travel card loan
• TechScheme