

Job Specification

We're looking for a
Junior Project Accountant

01 What we do

We are a strategic insight consultancy, working as Human Strategy Partners to some of the world's biggest brands such as Unilever, Stella Artois and Spotify. This means we help our clients make sense of real people in the real world and put it at the heart of their decision-making, helping them innovate, communicate, and grow.

02 Our culture

People are at the heart of what we do. Our Company was founded with the aim of being a great place to work for all and we have a fantastic team of talented individuals supporting us. Whatever your role at Firefish, we encourage you to keep exploring new ideas and to think about different ways of solving problems, to get fresh results.

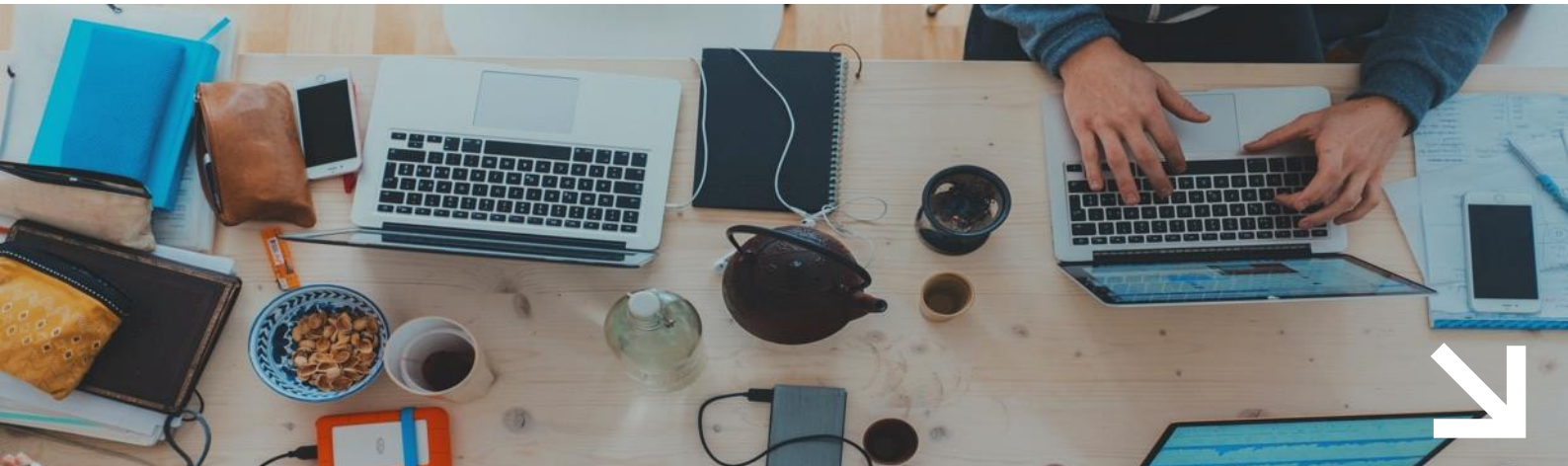
03 Wellbeing

We are a community who look after and out for each other and looking after our mental health is as much a priority as looking after our physical health. As well as providing health care benefits to everyone in the company and access to an employee assistance programme and trained mental health first aiders, we are also signatories of the Mindful Business Charter, a framework for reducing unnecessary stress. We promise a philosophy that promotes balance and wellbeing over long hours and burnout and we seek to support everyone to work in a style that suits them best.

04 Belonging

It is important to us that our research and our workforce embraces the views and voices of people from diverse backgrounds and communities. We want everyone across our Group to feel they can come to work feeling valued and can thrive in their roles. Our Diversity and Inclusion Action Plan accelerates our ambition to becoming an inclusive employer .

As an Equal Opportunities Employer, we welcome applications from individuals regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief. Our offices are accessible, and we can make required adjustments to suit individual needs. We want to know how we can make this the best experience that it can possibly be from the moment we meet you!



05

Our social impact

We believe in making changes in our world for the better. For many years now we have been developing our long-term commitment to reducing our environmental impact. We have formed a dedicated employee Green Team who focus on embedding green practices within our business and we have been certificate holders of Environmental Management ISO 140001:2015 since 2009. We have committed to the MRS net zero pledge and have made a change to our default pension investments into green investment funds. We want to continually develop our social impact and we do this by allowing our employees dedicated time off to contribute and give back to a social cause that is important to them, and by developing our relationships with local charity and community partners. Check out our latest Group impact Report on our website.

06

Growth & Development

Nothing makes us happier than helping people grow and develop. We actively encourage – and support - everyone to take on development opportunities, grow within your role and gain promotion when you are ready. We guide a process of continual feedback from managers and encourage everyone to build their confidence in their roles, feeling supported in their own career growth. Our range of specialisms within Firefish Group means that there are lots of opportunities to explore & develop new skills and potential to nurture a long-term career here too.

07

How we connect & have fun

We have always believed that Firefish (and work in general) should be a place where people can meet new people, find friendships and inspiration, support and learning. In a world of hybrid working, we look for ways in which we can come together across our Group, collaborate and have some fun – in person as well as virtual! We have various ways in which we connect our people across the company, from virtual meet ups and curious coffees, to intimate 'Fish Suppers' or wider social gatherings. You will find yourself coming together with a load of welcoming, warm and truly fascinating people



Who we are looking for...

We are seeking for an ambitious Junior Project Accountant to join our London based Finance team (to make a team of 6) on a permanent basis. The role would suit a candidate with some sales ledger experience who is eager to progress and broaden their experience in Finance.

What you'll be focused on...

Sales Ledger duties

- Billings
  - Invoicing – to include maintaining the SL folder with all appropriate documents filed in order.
  - Managing outstanding purchase orders – research any unbilled issues to optimise the billing possibilities for the billing period/cash flow.
  - Liaising with clients – to include vendor set up for new clients and responding to client enquiries and reviewing Statement of Work (SOW).
  - Sending statements to clients upon request
  - Credit control – to report to line manager on a weekly basis on debtors' status and forecast receipts for cash flow purposes.
  - Set up new client accounts in the finance system.
  - Update receipts on a daily basis and update on system.
  - Prepare monthly client reports for group companies
  - Prepare monthly income recognition working papers for the management account

Project related duties

- Take full ownership of the "Job Book" which is the revenue tracker on a job by job basis for all 5 companies.
- Create new jobs when requested by Project Managers, log job details on to "Job Book" and file new job request forms.
- Have weekly job update (both Revenue and GP) meetings with all Project Managers and update Job Book with changes accordingly.
- Liaise with Project Managers/Researchers on pipeline updates on a weekly basis.
- Report on "Sales, Margin and Pipeline" on a weekly basis.
- Work closely alongside with team on job cost reconciliations and investigate cost variances. Review project reports and check for data quality.
- Work closely with the Finance Assistants (FA) in relation to job costs and flag any overspend to FM and Management Accountant (MA) at an early stage



This role is for you if...

- You have a Degree, preferably finance related/relevant qualification or equivalent experience
- You have / are studying ACCA/CIMA
- Have Sales Ledger/Project Accounting experience
- Possess a good working knowledge of MIS (our system - Paprika)
- Have good financial and analytical skills, especially using advance Excel (V Lookups and Pivot Tables)
- Can demonstrate a high level of accuracy and stable work performance
- Have great time management and the ability to prioritise work
- Have experience of working within the media industry preferred and ability to communicate efficiently with non-finance personnel
- Are a team player
- Have ability to deliver to tight deadlines
- Are proactive in problem solving
- Have a good attention to detail – able to produce documents that are accurate

Your skills in a nutshell



Working knowledge of MIS



Good analytical skills



Communication skills



Can deliver to deadlines



Collaborative, supportive team player



Pro-activity in problem solving


FIREFISH
humans | culture | data
Sound like the job for you?
Send an email to careers@firefishgroup.com with the job title as the subject line