



RECRUITMENT VACANCY
Management Accountant

Bulletproof, an innovative and expanding Cyber Security specialist, is looking for a Management Accountant (ideally part or full qualified; preferably ACCA) to join our small finance team based in Stevenage. Responsible for managing and control all accounting and reporting deadlines for two entities, including a US subsidiary, as well as managing the administration process behind all group monthly payroll outsource arrangements, we are looking for a confident, hands-on individual who can perform in a business-facing role. With a salary of up to £35,000 per annum, an overview of the main duties has been provided below:

- Ensure the day-to-day maintenance of the General Ledger is conducted in-line with timescales;
- Support the Financial Controller with running the month end close process, locking off all ledgers and finalising Trial Balance;
- Help prepare and maintain budgets and forecasts, including preparation of analysis and meaningful comparisons to budget, to support the Head of FP&A as required;
- Produce detailed analysis of group overheads on a monthly basis and support the Financial Controller with controlling budgets and understanding trends;
- Identify, calculate and analyse trading and overhead accruals and prepayments, including accrued and deferred income and costs;
- Process, reconcile and control fixed asset ledger and associated entries;
- Review and control the bank reconciliation process in Xero;
- Reconcile other balance sheet control accounts monthly, quarterly or annually as appropriate (key areas include sales ledger control, purchase ledger control, accrued and deferred trading income/costs, inter-company accounts and tax/salary control);
- Prepare and complete tax or governmental returns as necessary on a monthly, quarterly or annual basis alongside the CFO and Financial Controller;
- Produce the monthly VAT return using established reports and timetables;
- Support the statutory accounting process for the Financial Controller;
- Ad hoc projects, task and duties as required by the CFO and Financial Controller.

Experience and Skillset required:

- Previous experience in a similar Accountancy role;
- Ideally ACCA or CIMA qualified, or studying towards a formal Accounting certification;
- Advanced Microsoft Office and Excel skills;
- Experience of managing outsourced arrangements an advantage, but not essential;
- Experience of using Xero is advantageous;
- Ability to remain calm under pressure and meet deadlines;
- Excellent communication skills;
- Flexible approach to work with differing tasks;
- Professional approach to confidentiality;
- Enthusiastic with a can do attitude;
- Must be able to work on their own initiative and also be a team player.

COMPANY OVERVIEW**ABOUT BULLETPROOF****YOUR BEST DEFENCE AGAINST CYBER THREATS**

Bulletproof are one of the fastest-growing cyber security companies in the UK, with a passion for developing innovative solutions to combat modern, dynamic cyber threats. Bulletproof is a vibrant organisation with a proven track record of creating new and exciting security products, and is driven by the desire and talent of our staff.

Good security is in our corporate DNA, and we believe that our information and cyber security services are the best way to stay ahead of the hackers, take control of your infrastructure and protect your business-critical data. Key to our success is our in-house UK Security Operations Centre (SOC) – a state-of-the-art 24/7 command station for all of our cyber security and compliance operations.

Bulletproof is the dedicated cybersecurity arm of the ServerChoice Group, an organisation with over 10 years' experience in providing secure online services. The Group owns and operates multiple data centres, extensive dark fibre networks, runs scalable secure cloud environments and provides intelligent DevOps services. Your attention will be focussed solely on the Bulletproof brand.

USEFUL LINKS

www.bulletproof.co.uk www.targetdefense.com

Please note that as part of the recruitment process a criminal records check will be carried out by an authorised third party.