

Job Title:	Junior Accountant	Post Ref	32
Reports to:	Managing Director	People Managed:	0.
Job Type:	Permanent and full or part-time	Salary:	Minimum £25,000+ with the final amount depending on experience. Attractive pay increases based on performance. Workplace pension scheme.
Location:	Flexible – home-based see below.	Benefits:	Reduced working week scheme in place so staff have minimum 20-25 days leave dependant on option to work 5 shorter days or 4 normal days per week, plus office closed during Christmas and leave increases per annum in line with contract terms. Other benefits and schemes are available to staff.

1 Summary of the role

Due to our continued growth and development of new solutions and markets we are expanding our internal management functions and have created a new and exciting post to play a key role in managing our financial arrangements and in working closely with our Managing Director and other senior staff.

The role will be responsible for providing excellent support across our financial activities including supporting the preparation of year-end accounts and tax returns and staff payroll and expenses, monthly client invoicing and reporting.

We are looking for someone who has a good understanding of all aspects of accounting.

This is a new post, so the post-holder can propose and implement financial control, management and reporting arrangements they feel are appropriate for a company of Creatio's size and activity. In doing so there is scope to grow the remit and nature of the role and function within Creatio so we are looking for someone who is proactive and ambitious to progress as we will provide you with opportunities and support to further your career and role.



We have a very open and constructive culture within Creatio and provide an environment where staff are empowered within their operational area and will be able to initiate and contribute to the development of new business solutions and approaches. Therefore, the successful candidate must have the ability to work independently and across teams, so initiative is important as well as the ability to constructively critique and challenge emerging concepts and take on-board similar feedback.

2 Location and hours

The role is home based with the expectation of regular meetings with the Managing Director (in person and remote) as agreed with the Managing Director upon commencing the role and amended as required depending on business needs. You will have the option of working from the office as well as many days as you prefer – with a minimum expectation that you will be in the office at least 2 days per month.

We implemented a reduced working week in 2022 which saw staff move from working 38 hours a week to 32 hours a week with no loss of salary. Full time staff either work 4 days per week or 5 shorter days.

We are open to the post-holder working full-time or part-time. So feel free to suggest the model that works best for you should you progress to the interview stage.

We will provide you with equipment to support home working where applicable. Details of some of our approach to supporting staff are contained in our Corporate Social Responsibility Policy <https://www.creatio.org.uk/csr>.

3 Who we are

Creatio is an exciting, energetic, fun, flexible and unique company and we will support you in your role and constructively challenge you, so you evolve further and enjoy coming to work (www.creatio.org.uk).

Our success as a company had been built around our amazing team and who make working here at Creatio fun and enjoyable – we really do have a great, open and supportive culture across our teams.

The environment we create for our staff coupled with our core values which are embedded in our staff's work, behaviours and attitude helps underpin the quality of our delivery. These values – which the successful candidate must share and reflect in their day-to-day activities at Creatio - are:

- Be the Best - We aim to be the best system on the market and continually strive to enhance our solutions and improve our products and services.



- Client Focussed - We put client needs at the front of everything we do. We aim to fully understand their business so we can work effectively with their teams to deliver real change and benefits.
- Looking for solutions – We have a positive ‘can-do’ attitude to solving problems and overcoming issues. There is rarely anything that is truly 'out of scope'.
- Have fun and enjoy - We make work as enjoyable and fun as we can and pride ourselves on having just the right mix of business and pleasure.

4 How to apply

If you are interested in the role and wish to be considered, then please submit your CV with a covering letter to info@creatio.org.uk by the close of play **Friday 16th June 2023** outlining why you would like the job and why you believe you are suitable for the role; along with a summary of your current role and salary?

Note: The successful candidate must be prepared to undergo a Disclosure and Barring Service (DBS) check prior to taking up the role and provide two references – one of which is their current employer.



Key Responsibilities

Invoicing

- Issuing invoices in relation to our various products and services accurately and on-time.
- Create, update, and maintain client profile records in Creatio's finance system (currently Xero although we are open to using other financial software if the post-holder prefers and if relevant).
- Reconcile client payments in our finance system.
- Review clients' financial accounts and respond to client queries, including issuing credit notes and following up on outstanding invoices where they occasionally occur.

Staff and Client Expense Management

- Manage and process internal staff expenses.
- Support efficient and effective travel and accommodation booking arrangements.

Staff Payroll and Pension

- Produce, and issue staff payslips and calculate payroll taxes and Pension contributions.
- Update HMRC and our Pension provider records accordingly.

Inventory / Asset Procurement and Management

- Coordinate and track all external purchases and reconcile transaction and records accordingly.
- Assist with the management and tracking of assets.

Tax Returns and Year End Statement of Accounts

- Support the production of quarterly tax returns to HMRC.
- Support the production of year end accounts for Creatio with our external accountants.
- Support others within Creatio in monitoring and reporting on relevant Research and Development activities in line with HMRC arrangements.

Legal

- Take forward various client contract reviews and other legal activities with the Managing Director.
- Proactively monitor CPI, tax and legislative updates and present strategies to reflect as appropriate across Creatio's activities.

Finance Reports

- Record all financial transactions and produce relevant periodic financial reports to management.
- Reconcile various bank accounts by compiling and balancing financial information.

Other responsibilities

- Actively contribute towards company objectives and reviews.
- Actively contribute to business and process improvement reviews.
- Deal with external finance related enquiries and correspondence.
- Complete other accounting tasks as required.



Key Experience/Skills

Experience/Skills

Essential experience/Skills

- Formal Accounting qualification(s).
- At least 2 years of accounting and administration experience.
- Proficiency in Excel and working knowledge of accounting software, such as Xero or equivalent.
- Excellent communication; both oral and written and excellent interpersonal skills.
- Experience of payroll activities.
- Experience of creating and sending invoices, statements of accounts, debit, and credit notes.
- Ability of checking data input to ensure the accuracy of the final bill.
- Ability to perform elementary mathematical operations.
- Tracking payments and ensuring that the cash flow into Creatio is buoyant.
- Experience in producing various financial reports.
- Ability to support our asset and inventory management arrangements to inform end of year reporting.
- Ability to file Tax returns and other HRMC/Pension submissions accurately and in compliance with requirements.
- The ability to handle customer queries calmly and professionally and see them through to resolution.
- Self-starter with a strong track record in showing drive, initiative and successful problem solving.
- Proven ability to work independently as required and constructively as part of a team.
- Ability to consistently meet reasonable work-related deadlines/expectations.
- Excellent organisational skills and attention to detail.

Desirable but not essential

- Experience with producing information for Research and Development claims.

Character & personal qualities

Essential

- A clear alignment with the company's values – reflecting these in your day-to-day work and approach.
- Customer focussed and committed to helping others in the business.
- Experience of working within a small team with proven, proactive experience of working on your own and leading an area of work with minimal supervision and in line with broad instructions.
- Ability to methodically work on multiple areas at once, without feeling overwhelmed.
- Desire to 'do it correctly' and not cut corners and when unsure confident enough to seek clarification and guidance.
- Highly motivated with a proactive and 'can do' attitude capable of meeting expected deliverables and timelines.
- An agile attitude to working, where your focus may regularly change to meet evolving requirements.
- Excellent inter-personal skills and confidence in expressing your views to colleagues and clients and taking on board views.

