



## Position Description – Assistant Group Accountant

### Who we are

GetBusy <http://www.getbusy.com>

An AIM-listed software group with two leading document management products and a game-changing productivity and communication product in development.

### What we are looking for

An awesomely bright, enthusiastic and hungry accountant who wants to learn some great skills while helping us take over the world.

### Where we are

HQ - Sawston, Cambridge, UK. Moving to our new premises (also in Sawston) in early 2020.

### The opportunity

We are building something very exciting, and we need help from a kick-ass accountant or someone who wants to develop as an accountant! You'll need to be smart and highly motivated to make the grade. This isn't a corporate role; it'll be involved in the detail of each of our businesses.

### The team

We're building an agile, motivated and highly energized central finance team to support growth after our demerger and IPO in 2017. We've decided to centralise finance to improve efficiency, control and scalability, implementing cutting-edge technology to help us. But you won't be in a silo – our finance teams need to work closely with our data-savvy commercial, operations and development teams to help us put a dent in the universe.

### The role

You'll run the day-to-day transactional accounting for our UK entity and get involved as required with the US, Australia and New Zealand. You'll work with local finance administrators based in the US and Australia and be under the guidance of the Group Financial Controller and a Senior Group Accountant, currently being recruited. You'll be involved in multi-currency bank reconciliations, bank payments, accounts payable, accounts receivable, expenses and credit card management, fixed asset posting and reconciliation, intercompany matching, revenue postings and revenue reconciliations. You'll also assist with half-year and full-year financial reporting and statutory accounts preparation. You'll see how the work you do forms part of the management accounts that we use to run our business. You'll work with the wider team to help implement and maintain our evolving technology stack, always looking for more automated, more scalable and more secure ways of doing things. You'll help to identify and implement productivity and process improvements.

You'll be adaptable to the constantly iterating nature of roles in fast-moving businesses.

You'll work very closely with our Senior Group Accountant and will interact regularly with our Group Financial Controller and CFO.

You'll be looking to progress within finance, keen to learn and nail the basics while also getting involved in ad hoc projects that make our business better.

### Essential skills & experience

- You'll be really bright and degree-educated – able to think through and solve problems.
- You'll be highly numerate with an A-level (or equivalent) in maths or statistics or other numerical subjects
- You'll be a part-qualified accountant, bookkeeper or someone who is keen to get qualified.
- You'll have excellent attention to detail and be very organized with the ability to give concrete examples of where your attention to detail and organizational abilities have served you well in previous roles.
- You'll be highly motivated to learn and won't be fazed by figuring out a way forward when new challenges arise.
- You'll have examples of how you've learned new skills quickly
- You'll be tech- and data-savvy, with outstanding Excel skills at least to Advanced level. If you've experience in big datasets and using tools such as Power BI or Access, so much the better.
- You'll be able to demonstrate an understanding of setting up, improving and sustaining processes.

## Helpful skills & experience

- You'll have worked as part of a team, ideally with some of those team members located elsewhere
- You'll have participated in system and technology implementations
- You'll be familiar with the proper operation of both a calculator and a nerf gun

## What you need to be

We're looking for a certain type of person. Rockstars! We want people:

- that are absolutely aligned with our values, which you can find at [www.getbusy.com/about/values](http://www.getbusy.com/about/values)
- that are ambitious to make a positive impact on our journey
- that care
- that take ownership of and pride in their work
- with a hands-on approach
- with a flexible and positive, can-do attitude
- with excellent communication and inter-personal skills
- with the ability to fully participate in a team environment
- with the desire and ability to learn quickly on the job

## Benefits

As well as getting to be part of an awesome team doing amazing things you'll get to be part of the family and enjoy all the benefits that brings:

### Express yourself

Dress how you wish when you're in the office 🧢

### Be yourself

Be yourself. We are like family, and like family, we accept you for who you are 🤝

### Flexible hours & remote working

Some things cropped up! You need to be at home to let the plumber in or the kids need picking up from school - no problem. Want your week to be 8-4:30 instead of 9-5:30 then we will do our very best to accommodate. We're relaxed, as long as it works itself out and it doesn't stitch up our customers or our team. We're working hard to create an environment where you can work effectively from anywhere 🏠

### Duvet day

You wake up. It's cold. Stay in bed. One unplanned duvet day a year! Catch up on that box set everyone is talking about 📺

### Your birthday

Take the day off and enjoy 🎁

### Charity days

Two days each year given for volunteering, either individually or as part of a team. 🤝

### Generous holidays

20 days holiday + 1 extra day for each year with us (25 max) + 8 days bank holiday + 1 duvet day + 1 birthday day = \*\*30-35\*\* days a year 🗓️

### Get the heart pumping

Join a table tennis tournament, head to the park for Sprint Club for a Tuesday lunchtime bootcamp experience, join in with basketball, Core Club on a Thursday followed by football on a Thursday night. 🏏🏀🏈

### We'll keep you going

Got a deadline and pushing hard? We'll pick up the tab if you work through lunch, and dinner is on us if you work late into the evening 🍽️

## **Tax free kiddiecare**

Use our childcare voucher scheme to save up to £933 a year! 🤔

## **Away days**

Depending on your team, you're guaranteed to get away to do something uber fun together at least once a year 🏕️

## **Decent kit**

No rickety old tin here - we'll make sure you have great gear and tools to make your days soooo much easier. We'll also arm you with a nerf gun and enough ammunition to barely defend yourself on your first day 📦

## **Get in the game**

Jump on the playstation or xbox whenever you like - not a gaming geek - maybe the dart board is more your thing 🎯🎮

## **Save yourself**

Why pay full whack if you don't have to? Make tonnes of savings on a bunch of things from top retailers via <http://www.edenred.uk.com> 🛒

## **Good times**

An awesome family summer party and a stellar Christmas knees-up mean we always have plenty of stuff to laugh at each other about 🍷

## **Office**

Whilst we work to create an all round awesome office experience in every country, there's a minimum you can expect...

## **Unlimited tea & coffee!**

Decent coffee and fancy tea - if your an instant coffee drinker... well... don't worry... we'll educate you ☕.

## **Just chill**

Ping pong table, consoles, darts and some very competitive leagues in them all 🎮

## **Cheers**

There will always be a beer, wine or soft drink in the fridge for you to reward yourself for a hard days graft 🍷

## **Toastie Tuesdays**

Get dirty with double cheese and throw in some beans from the help-yourself toastie bar when it's around 🍷.