



Position Description – Senior 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 awesome, up-and-coming multi-entity accountant who can help 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 group accountant! You'll need to be smart, experienced 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 month end and management accounts processes for our UK and US entities supported by local finance administrators and a UK-based Assistant Group Accountant, currently being recruited. You'll also be involved in the accounting for our other group entities and be a key member of the group-wide finance team. You'll be involved in UK and overseas payrolls (co-ordinating with outsourced providers), year-end group and statutory reporting, balance sheet reconciliations, VAT returns, cash and business forecasting. You'll work with the wider team to 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 help to supervise and train the Assistant Group Accountant. You'll work very closely with our Group Financial Controller and will interact regularly with our CFO.

Essential skills & experience

- You'll be really bright and educated to degree level – able to think through and solve problems.
- You'll be a qualified or part-qualified accountant – CIMA, ACA, ACCA or equivalent.
- You'll have excellent attention to detail and be very organised.
- 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 a detailed understanding of UK payroll and VAT requirements and up for the challenge of becoming familiar with the equivalents overseas.
- You'll have a working knowledge of IFRS, preferably demonstrating the ability to understand a level of technical complexity.
- You'll know how to forecast cashflows.
- You'll be tech- and data-savvy, with advanced Excel skills. If you've experience in manipulating and analyzing big datasets, so much the better.
- You'll be good at setting up, improving and sustaining processes.
- You'll be able to demonstrate successfully managing someone in an accounting / bookkeeping role and providing on-the-job training.

Helpful skills & experience

- Working closely with remote teams, ideally overseas.
- System and technology implementations
- Software / SAAS experience
- 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
- 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 you have great gear and tools to make your days sooooo 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 🍷 .