

## **Role summary**

We are looking for an experienced Project Accountant to join our growing Finance team.

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## **Role definition**

**Job Title:** Studio Project Accountant

**Reporting to:** Financial Controller on a day to day basis  
and ultimately to the Finance Director

## **Responsibilities**

- Management of a portfolio of projects
- Preparation of Annual Budget and quarterly studio forecasts
- Review and monitor the forecasting of resource requirements and liaison with the planners and Project Architects
- Preparation of monthly financial reporting
- Preparation of monthly project variance reports Budget/Forecast v Actual
- Review of monthly group results with Finance and Studio Head
- Review contracts to ensure timely and accurate invoicing and management of project expenses
- Manage Fee and Expense billing and liaison with the relevant Project Architect
- Manage debt collection
- Ensure staff time recording accuracy
- Develop and maximise profitability within the group
- Contribute, or otherwise assist, as required

## **Qualities and skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Honesty and discretion
- Recognised accountancy qualification
- Good communication skills both oral and written
- Previous experience of budgeting long term projects
- Good Excel skills
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties effectively under pressure while remaining calm and professional at all times

- Diplomatic manner when dealing with others
- Able to manage and prioritise tasks and time efficiently
- Able to work as part of an effective team assisting and supporting team members

### **Desirable**

- Previous experience working in an architectural practice

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

April 21