



Senior Accounting Manager Belgrade

Hyperoptic is the largest 1 Gig residential broadband provider in the UK. Over the past 5 years we've grown from a small team of people with a simple idea, to a larger group of people executing the idea with a simple focus – efficiently bringing 1 Gig broadband to urban areas across the UK.

As we continue to evolve our strategy we are looking for people who believe in responsibility, intelligence, zeal, and excellence. If you're looking for an exciting challenge that is rewarding and enjoyable then read on....

The mission

Hyperoptic is more than just an internet service provider; it also installs its own fibre infrastructure into multi-occupancy buildings, bringing the UK's fastest internet speeds to users. Your mission will be to manage the Accounts Payable team, prepare accurate and timely month end financial information and annual audited financial statements. Liaise with key budget holders, answer queries of lenders, board, auditors and other stakeholders.

Reporting Line

Reporting to Financial Controller.

Responsibilities and duties will include:

- Ensure purchase order and supplier invoices are authorised correctly
- Maintain database of Purchase Order (PO) and invoice approvers
- Train AP Clerks which nominal accounts to use
- Ensure correct treatment of UK and Serbian VAT on invoices
- Perform AP duties when colleagues are on leave or as required
- Review supplier statements and reconcile balances to our accounting records
- Support AP Clerks explain the payment process to colleagues and suppliers
- Review weekly payment list
- Review the out of pocket expense claims by UK employees and prepare analysis
- Prepare weekly a cash flow forecast
- Review Serbian VAT and corporate tax returns prepared by outsourced accountants, reconcile to our accounting records and post any variances
- Liaise with Serbian tax authorities as required
- Prepare Serbian payroll journal, reconciliation and analysis versus budget
- Ensure daily and weekly AP tasks are complete so the purchase ledger can close promptly
- Prepare or review balance sheet reconciliations, including bank/credit card statements on a weekly and month end basis; Accounts Payable trial balance amount to the Aged Payables report. Investigate and correct variances
- Prepare month end work papers for key balance sheet and profit and loss accounts
- Revalue foreign currency bank accounts and other monetary balance sheet accounts, post foreign exchange movement
- Maintain fixed asset register and post depreciation journals
- Prepare month end management accounts including income statement, balance sheet and cash flow. Prepare high level commentary on budget variances
- Preparation of reconciliations of balance sheet accounts and supporting evidence
- Document AP duties and control processes
- Assist in the preparation of year end audited accounts
- Collect information as required by the external auditor's during their field testing

Candidate profile

- University degree – Faculty of Economics
- Qualified ACCA/CIMA (or equivalent)
- 5+ years of management or financial accounting experience

- Managing and training 2 or more employees
- Managing the Accounts payable function
- Solid accounting experience
- Very good written and verbal English communication skills
- Very good Microsoft Excel skills, Vlookup, Pivot, SUMIF, CONCATENATE
- Eye for detail
- Enthusiastic approach and a flair for training others
- Ability to work under pressure, multi task and work to tight deadlines

Hyper Standard: RIZE Values

Value	Responsibility	Intelligence	Zeal	Excellence
Principle	Make sure we act on our commitments	Use your brain at every opportunity	Demonstrate passionate determination	Quality separates us from the competition
Behaviour	Take ownership until what we've said will happen to customers, stakeholders or colleagues actually happens	Overcome challenges, ask questions & consider alternatives.	Go above and beyond to make things happen	Double check work & don't make the same mistake twice

The role will be based in Belgrade. The successful candidate will be offered a monthly salary and participation in a company incentive scheme.

If this role is of interest and you believe you've got what it takes to be a part of a fast-paced and energetic business, we'd love to hear from you. Please send us your CV: eta.sateles@jakalounge.com