**Job Title: Junior Management Accountant**

**Department: Finance**

**Reports To: Management Accountants**

**Location: London, UK**

**JOB SPECIFICATION**

Lionsgate is a leading global entertainment company with a strong and diversified presence in film, television, home entertainment and digital distribution. Main responsibilities will be to prepare monthly management accounts and the quarterly reporting and assisting with all external reporting.

Key Responsibilities:

* Preparing internal reporting to other departments and the US
* Perform reviews of the general Ledger to ensure accuracy
* Assist in uploading digital sales and raise self-billing invoices
* Assist with preparation of royalty statements
* Assist with internal and external audit
* Provide support and review travel and expenses being booked through Concur/Altour system
* Reconcile Employee Expenses accounts from Concur to SAP
* Preparation of month end journals including prepayments, accruals, stock, cost and revenue uploads
* Assisting with other month end and quarter end duties
* Data analysis and reporting to management
* Shadowing Financial accountant & Management Accountants
* Review of GRIR and investigation of aged items
* Assist with PO related queries
* Ensure all financial records, are up to date and well organized
* Multi-tasking across divisions to assist where required including Accounts Payable and Receivable
* Other duties as required

Skills Required:

* Proficient in Excel (VLookups, Pivot tables, Sumifs)
* Good knowledge on producing trials balances, book-keeping, profit & loss accounts, and stat accounts.
* Excellent organisational and planning skills
* Good team player as well as ability to work using their own initiative and manage their own time to meet deadlines
* Highly motivated, driven and enthusiastic
* Highly experienced Microsoft Suite (Outlook, Excel, Power Point, Word)
* Attention to detail, strong communication and team working skills as well as a good commercial awareness and the ability to work under their own initiative are key requisites.

Desirable Skills:

* AAT qualified or studying towards a finance qualification
* Experience working within SAP, BW and Concur
* Experience of working for a US company would also be advantageous