

Job title	PROJECT ACCOUNTANT	Grade	TWO
Reports to	FINANCE BUSINESS PARTNER	Date	AUGUST 2025

Job purpose

We are looking for a proactive and detail-focused Project Accountant to support the Finance Business Partner and project managers across the business unit. You will be responsible for the financial management of assigned projects ensuring accurate reporting, effective cost control, and strong collaboration with project teams. This role is key to ensuring that commercial data is accurate, deadlines are met, and financial processes run smoothly.

Principle accountabilities

- **Financial Reporting & Accounting** – Take ownership and responsibility for the accounting on all assigned projects. Maintain accurate and timely monthly management accounts for assigned projects, including revenue reconciliations, accruals, and WIP management. Prepare and review profit share statements, ensuring accuracy before partner distribution.
- **Project Finance Reviews** – Support to assigned project team manager and director, evidencing clear and effective interactions and engagement with the project team via emails, phone-calls, and regular monthly finance review meetings.
- **Financial Systems & Forecasting** – Manage and update International Development Unit financial systems, develop and maintain Project Monitoring Forms (PMFs), and integrate budget data into invoicing processes to track expenditure and improve forecast accuracy. Assist in updating the Budget Monitoring Spreadsheet (BMS) to accurately calculate costs, revenue, cash flow and Net Revenue for the remaining life of the project. Assist in tracking the clients' deliverables on output contracts and track resource utilisation during project life to date.
- **Cash Cycle Management** – Manage timely billing and receipt of income in accordance with client contracts and ensuring that the invoice base is kept up to date regularly.
- **Audit & Compliance** – Provide effective support during year-end external audits, resolving finance queries promptly with minimal outstanding issues.
- **Continuous Improvement** – Identify opportunities to enhance financial processes, improve reporting accuracy, and strengthen engagement with project teams.

Qualifications & experience

- Working towards an accountancy qualification – no specific institute requirement
- Previous experience in a finance or accounting role. Project accounting experience would be an advantage but is not required.
- Computer literate with strong excel essential.
- Ability to work independently and re-prioritise workload at short notice.
- An effective team member, productive with minimal supervision.

- Strong interpersonal, communication and customer service skills.
- Excellent time management and organisational skills with strong attention to detail.
- Positive, motivated attitude and collaborative approach.