

## JOB DESCRIPTION

**Job title: Accounts Assistant – Part Time**

**Department :** Finance

**Location:** London

### Job Summary:

#### Principal Accountabilities

- Assisting in preparation of detailed monthly management accounts
- Preparation of monthly accruals schedule ensuring all the costs are taken into account before closing the month.
- Balance Sheet reconciliation at the end of every month.
- Monthly reconciliation / reporting of timesheet and project data.
- Detailed cost analysis as required
- Assist with preparation of budget & forecast schedules as required
- Assist with the year-end audits by producing an audit file & supporting schedules
- Assist with invoicing and maintaining accounts receivable ledgers and ensuring payments from customers are received in a timely manner
- Any other analysis or ad-hoc reporting as required

Job Descriptions only reflect 80% of a role, and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

### About Dr Foster

Dr Foster is the leading provider of healthcare information solutions in England and has a growing international business. Our market-leading products and services enable both providers and commissioners of healthcare to achieve sustainable improvements in their performance through better use of data.

Dr Foster's clients include the NHS hospital trusts and commissioners in England, leading international hospitals participating in the Global Comparators programme and certain territories, for example the State of Victoria in Australia.

We fund the Dr Foster Unit at Imperial College London, to provide the research which enables us to pioneer new methodologies and to develop the next generation of health informatics solutions.

Dr Foster are a wholly owned subsidiary of Telstra Health, a leading provider of eHealth solutions and business division of Telstra Corporation, Australia's leading telecommunications company. Our purpose is to create a brilliant connected healthcare future for everyone. The way in which information is used, by both professionals and patients alike, is changing radically; understanding and applying it to the challenges of today offers significant potential for improved outcomes and creates a dynamic and meaningful market environment in which to work.

**Candidate Attributes and Key Knowledge, Experience, Skills and Qualifications**

Qualified/Part Qualified ACCA / CIMA / AAT  
Graduate  
High level Excel skills

Ideally have used SAGE before

1. Have experience of similar size business
2. Possess a proven track record of financial & management accounting
3. Entrepreneurial, able to spot opportunities
4. Customer-focused
5. A convincing and persuasive communicator
6. Have strong communication skills (written and verbal) specifically for liaison with internal teams
7. Commercially astute
8. Work well as part of multiple teams with a strong teamwork ethic

**Key Internal and External Relationships**

**Internal:**

- Finance
- Legal
- HR
- Cost centre managers
- Telstra UK
- Telstra Health
- Telstra Corporate

**External:**

- Customer AP departments
- Auditors
- Regulatory authorities
- HMRC