

LEVEL 20 - ACCOUNTS TECHNICIAN

Background

Level 20 is a not-for-profit organisation founded in 2015 with the purpose of improving gender diversity in the private equity industry. It aims to inspire women to join and succeed in the industry and helps firms to attract and retain female talent, such that women will hold 20% of senior positions. Its work is focused on five key initiatives: mentoring and development; networking and events; outreach; research; and advocacy. It has an executive team based in London supported by many volunteers, including committees outside the UK across 11 European Chapters. Level 20 receives financial support from over 80 GP and LP firms, including growth capital, buyout, and global alternative asset managers, and other firms connected with the industry, as well as generous pro bono support from a number of service providers.

The Role

The Accounts Technician position is a newly created position due to ongoing growth and expansion. It is a key role for the organisation and will report to and support the Head of Finance and Operations. The candidate will be an integral part of the team and will have a broad set of duties to support the Level 20 organisation. Duties will include:

- Management of certain aspects of accounting function, including:
 - Day to day management of the financial records
 - All aspects of invoicing and Accounts Receivable and Accounts Payable using Hubdoc and Xero
 - Prepare quarterly management accounts
 - Reconciliation of bank transactions
- Prepare and oversee annual budgets for UK and International Chapters
- Prepare quarterly UK VAT return through Xero
- Prepare draft Statutory accounts and year end journals for deferred income, prepayments and accruals.
- Payroll – liaising with an external payroll provider
- Preparing bespoke reports for senior management as well as monthly reporting of KPI's.
- Assisting the Head of Finance and Operations in implementing and maintaining procedures, policies and systems which ensure the accurate, timely and efficient recording, balancing, and reporting of financial data
- Provide assistance, as needed, to other members of the team
- Performs other necessary duties as required

The Candidate

They will be any of AAT qualified, or studying for AAT, ACCA or other appropriate qualification. Alternatively, they will have developed their career entirely through experience to date. They will have a career background developed within the accountancy profession preparing accounts for limited companies.

The successful candidate for this role will be or have:

- Highly organised with good interpersonal skills. It is important that they are able to communicate effectively and work well within a small team.

- Good time management skills and the ability to multi-task and prioritise effectively
- A self-starter
- A critical thinker with strong attention to detail
- Committed to delivering a high-quality service to the Level 20's executive team, its members and stakeholders.
- Good technical skills including Word, Excel and PowerPoint.
- Prepared to be flexible and to carry out a wide range of tasks.

Level 20 uses Xero for its accounting and VAT returns, alongside Hubdoc to manage receipts and invoices.

They should also identify with and support the aims of Level 20.

Other Important Details:

Salary will vary depending on skills and experience.

Permanent contract. It is a full-time position, although flexible working, job shares and part time candidates will be considered.

The office is based in Vauxhall, London SE1, and we currently operate in a hybrid way. Most of the team are full time and currently in the office 3 days per week, Tuesday to Thursday (when government guidance allows). However, we do have other working arrangements in place and would discuss this with potential candidates, taking into account both role requirements and individual circumstances.

Office Hours will be 9.00am - 5.30pm Monday to Friday.