

Assistant Accountant (Full time/hybrid working)

Com Laude – About us

The Com Laude Group is an established and trusted partner to many of the world's most recognisable brands. The business has operated at the heart of the internet since the inception of Com Laude in 2004, and today is regarded as the most trusted provider of the highest quality domain management services to corporates.

Headquartered in London, and with offices in Eastbourne, Edinburgh, Caerphilly, Seattle, Valencia and Tokyo, the business is expanding internationally as it continues to develop and grow.

Culture

The Group has a strong culture born out of the depth of expertise of our employees and the considered approach all employees take to the development of the business. We are honest, ethical, trustworthy and professional in everything we do. And most importantly we always place the customer first, constantly striving to maintain our status as the quality leader in our niche industry.

Services and Markets

The business operates at the intersection of Intellectual Property Protection and Information Technology.

It has a well-established Internet Domain portfolio management business, trading as Com Laude. This business is supported by a client management team who are experts in their field and who passionately develop the strongest relationships with our clients.

Our teams use our bespoke domain management platform to efficiently manage internet domain portfolios for our clients located all over the world, as well as associated services. There is an advisory element to the services, which clients highly value. It enables clients to tailor their portfolio to their branding goals and business needs as well as suit their budgets and is complimented by our domain monitoring and dispute resolution services.

The Group also operates a leading new Top-Level Domain consultancy business. This business provides strategic consulting, application management services and ongoing support and services to our clients who chose to secure their own internet top-level-domain. This includes the so-called ".brand" domains such as .hsbc and .aws. Future rounds of new top-level-domain applications are expected within the next 2 years, and with growing awareness amongst potential applicants the prospects for growth are attractive.

Assistant Accountant

We are open to consider applications from candidates within reasonable commuting distance to either our London or Edinburgh offices.

Com Laude operates within a hybrid working model. The role holder will have the flexibility to work up to 50% of their time from home, and 50% of their working time from a Com Laude office in the UK.

About you

You may be a recent graduate or working towards a professional qualification, who is looking to develop your skills and further your career. Either way, you are curious, love learning and most of all are a detailed-orientated and organised individual who is keen to make a difference.

About your new role

The role will provide a direct support function to the Chief Financial Officer and play a crucial role in providing high quality financial analysis and reporting. It forms part of a small group finance team and requires interaction with finance and non-finance teams from both within the Com Laude Group and its end clients, excellent communication and excel skills are essential. Com Laude will support you (financially and via relevant work experience) through your professional development, within a friendly environment in which you can shine and achieve your professional goals.

What you'll need to succeed

You will have worked within a fast-changing environment ideally for an international, global organisation. Experience of working within the IT or Technology industry would be an advantage.

Key responsibilities for this role include:

- **Sales Ledger Duties:**
 - Develop an understanding of the Group's billing models and the proprietary domain name management systems to ensure that financial information is appropriately recorded, and that invoice production is efficient and well managed. Ownership of invoicing schedule.
 - Ensure compliance with client invoicing requirements, including purchase order requirements and management of submissions via client invoicing portals
- **Credit Control Duties:**
 - Responsible for the collection of client debts to pre-agreed monthly targets
 - Ongoing periodic reviews of outstanding debts

- Liaison with the Domain Strategist team and Chief Operating Officer - Domain Services to resolve client disputes
- Obtaining credit reports for potential and existing clients
- **Purchase Ledger and Other Duties:**
 - Recording purchase invoices, expense claims and credit card spend, and preparation of payment runs
 - Banking cheques and recording bank payments and receipts
 - Contribute to the strategic development of the company by ensuring a smooth financial platform with the rest of team
 - Assisting with the maintenance of company and client data security while carrying out daily duties
 - Responsible for the orderly management of shared Group Mailboxes.
 - Assist with the preparation of monthly management accounts
 - Providing cover/support for finance colleagues
 - Assisting with ad hoc tasks as required

To be considered for this role you must be able to demonstrate:

- Intermediate to advanced knowledge and application of MS Excel, Word, SharePoint
- Experience of working with and maintaining finance systems. Experience of working with Sage 50 and Xero would be an advantage

Candidates must possess the following skills and qualifications:

- Either a bachelor's degree in accounting, finance, or a related field; or certification with a professional accounting body (AAT qualified or Part Qualified (ACCA or CIMA))
- Analytical and problem-solving skills with an excellent attention to detail
- Hands on and driven with a genuine interest in understanding how a business works

To apply for this role please attach **a current CV and cover letter** detailing your suitability for this role and confirming our nearest office location to you and salary expectations.

Please do ensure you include a cover letter as we are genuinely interested to hear about your interest in our role and your thoughts on your experience, suitability and aspirations for the future.

Due to the volume of applications, we receive for roles, we cannot guarantee to provide feedback to unsuccessful applicants.