

Q Apartments Group is an established serviced apartment and property company with over 2000 apartments operating in 3 jurisdictions namely Denmark, UK and Brazil. The company employs over 100 staff and as part of its international expansion into Brazil we have a vacancy for the role defined below:-

Job title: Financial Accountant

Reporting to: Q Apartments Group CFO

Job purpose As part of the Group Finance Department based in London UK the role will involve extensive interaction with the operations in Sao Paulo Brazil to ensure that the accounts are reliable and accurately reflect the trading and financial activities of the businesses.

Skills and experience

Essential

- Knowledge of Brazilian Property / Employment / Revenue and Corporate Tax legislation
- Experience of processing Capital Inflows / outflows through Brazilian Central Bank in line with current legislation
- Fluent in both written and oral English and Portuguese.
- Professionally Qualified Accountant with relevant Brazilian Accountancy experience (min 3 years post qualification experience)
- Excellent IT & Analytical Skills
- Attention to detail and excellent reporting skills
- Ability to work on your own initiative and as part of a team
- Communicate effectively within the finance team and to Senior Management in the group
- Time management / Planning and meeting agreed Deadlines
- Ability to prioritise workload

Whilst not Essential the following would be an advantage

- Experience within the Finance Department of property investment company / serviced apartments or hotel business
- Experience of Sage 200 / Microsoft Dynamics
- Awareness of accounting for foreign currency and foreign exchange
- Awareness of Hotel PMS system

Purchase Ledger

- Record all approved invoices
- Ensure that invoices are allocated to the appropriate general ledger codes
- Prepare & process the payment run and ad hoc payments
- Process BACS / International payments in accordance with Brazilian financial regulations

Cash and Banking

- Monthly Bank reconciliations
- Daily bank / Credit card and Reservations reconciliation
- Preparation of short term and long term cashflows

Income Recording

- Process sales invoices
- Liaise with ledger clients and deal with any invoice queries
- Credit control

Other duties

- Monthly Payroll and employment taxes
- Local property, revenue and corporate tax returns including understanding changes in legislation
- Cost controls
- Preparation of monthly management accounts and analysis
- Preparation of monthly balance sheet reconciliations and analysis
- Prepare Cash forecasting and budgets
- Ad hoc financial reports and analysis

Remuneration

Salary will be commensurate with relevant experience

The total Salary package will include

- Annual London Travel card (Zone 1-2)
- Annual return flight to Brazil (Economy Class)
- 22 Days paid holiday per year

Working Hours

Monday – Friday 9am – 5:30pm

Subject to Contract

If you are interested in the position and believe you have the necessary skills and experience, please forward your CV to :-

**Mr. Tom Walsh
Chief Financial Officer
Q Apartments Group**

Email: tw@Qapartments.com

