

## Job Opportunity – Company Accountant

VenCap is fully committed to being an inclusive employer and ensuring equal opportunities. We welcome all applications regardless of their race, gender identity, disability, religion/belief, sexual orientation or age. If you require any adjustments or assistance throughout the recruitment process, please let us know.

### Who Are We Looking For?

We are looking for a candidate that is able to show that they are:

- Energetic, enthusiastic team player, self-starter and a problem-solver;
- Accurate with attention to detail, diligent and open-minded;
- Curious, growth-minded and willing to learn;
- Bright, humble and personable;
- A clear thinker under pressure; and
- Able to communicate effectively, both verbally and in written form.

VenCap is rapidly expanding and is currently looking for someone to join our team who can hit the ground running, so prior knowledge of Sage accounting software is necessary and proficiency in Microsoft Excel is highly desirable.

### Role Description

This is a permanent position which is suited to a candidate who has already completed an accounting qualification, though someone part-qualified, or who has relevant qualification by experience will be considered.

Key responsibilities include preparation of the quarterly management accounts, assisting with the annual budgets and variance analysis. The Company Accountant is also responsible for maintaining the accounting records including, managing the Company's bank accounts, maintaining the purchase, sales and nominal ledgers and reconciliations thereof, processing expense claims, and maintaining the fixed asset register. They will be required to complete the quarterly VAT return, prepare various analyses liaise with external corporation tax advisors and auditors during the interim and final audits. Experience of processing payroll may also be useful.

The successful candidate would be expected to provide support to the wider finance team with administration and regulatory compliance during the reporting periods.

The Company offers a competitive package, with a salary of £35k-£40k, depending on the experience and skills of the successful candidate. We expect the Company Accountant to work on-site at our Oxford office the majority of the time.

### Further Details

VenCap is focused on investing in top-tier venture capital funds, in the US, Europe, China and India markets, and have offered investors early exposure to many of the most significant companies that have been formed in the last 30 years – including Google, Facebook, Airbnb and Snapchat.

We are a small, dynamic team that can offer a wide variety of work and early responsibility. We have a flat and informal culture where all team members are respected and expected to contribute. VenCap highly values its employees by supporting further skill development, which enables achievement of their personal ambitions and team goals: VenCap encourages team collaboration as it works towards its mission of 'investing in the future'.



### **How To Apply**

If you would like to enquire about the opportunity or join the team at VenCap and apply for the Company Accountant role, please send your CV and a short paragraph detailing what you are passionate about to [financerecruitment@vencap.com](mailto:financerecruitment@vencap.com) before the closing date of 24 November 2023. The purpose of this exercise is to help us understand you better, so please write about a genuine interest and not what you think we would like to hear.