

Kent Invicta Chamber of Commerce



Application code: IN12

Opportunity details: This is a management account analyst internship. You will be working alongside the financial controller, CEO and senior management team to identify and establish cost centres within the organisation and establish reporting within Xero software.

KEY WORDS: ACCOUNTS MANAGEMENT, FINANCE, ACCOUNTS ANALYST.

Company Profile: Kent Invicta Chamber of Commerce offer a range of membership services for businesses in the Kent region.

Location: Ashford, Kent.

Date(s): 12 weeks between June and September 2025.

Post-September: Unconfirmed – to be confirmed at the interview stage.

Remote Working: This role can be undertaken remotely.

Additional criteria: You must be able to travel to the Ashford office for at least two days a week. You should have practical experience of basic accounting software, basic bookkeeping and accounting practices and data analysis.

Recommended for: School of Mathematics, Statistics and Actuarial Science, School of Economics, Kent Business School.

JT – Management Accounts Analyst - 2025

JD - Working with the Financial Controller, the CEO and Senior Management Team to identify and establish cost centres within the organisation and establish reporting of such within Xero accounting software. This will involve,

- Collaborating with the Financial Controller and department managers to identify natural costs centres and understand their respective financial activity, including direct Cost of Sales, Income and cost of acquisition.
- Identify shared costs within the organisation and apply a relevant apportionment methodology to assign to costs centres.
- Establish within Xero a cost centre management report
- Analyse the profitability of cost centres, the customer lifetime value based on current charging models, and make recommendations for improvements.

We have the following software platforms, O365, Hubspot, and Xero.

The candidate should have practical experience of:

- Using accounting software
- Basic bookkeeping and accounting practices
- Data analysis

Remote working is available however, you must be able to attend the Ashford office at least two days a week. Hours will be 35hrs per week Monday to Friday 9am-5pm.

Background -

Kent Invicta Chamber of Commerce plays a crucial role in supporting businesses across the Kent region. We provide a wide range of services, including networking opportunities, business advice, and training programs to help companies thrive in a competitive market. Our mission is to foster economic growth and development by connecting businesses with the resources they need to succeed. We also offer representation and advocacy, ensuring that the

voice of local businesses is heard on key issues at both regional and national levels. Our events, workshops, and seminars keep businesses informed about the latest trends and developments, helping them stay ahead of the curve. The Chamber has undergone a senior leadership change in the last 18 months and is looking to review its financial assumptions around sales pricing, cost of acquisition and customer lifetime value. The role will involve working closely with the FC to understand the current management accounts, talking to department managers to understand the costs of delivering respective services, identifying shared costs and applying apportionment. Once the true cost centre expenditure has been established, set up Xero so we can report on this accurately. Then you will need to analyse profitability to determine gross profit and net profit margins per cost centre, how long a customer needs to be subscribed to achieve profit, what increases if any need to be made.

Contact - stephanie@kentinvictachamber.co.uk for more information