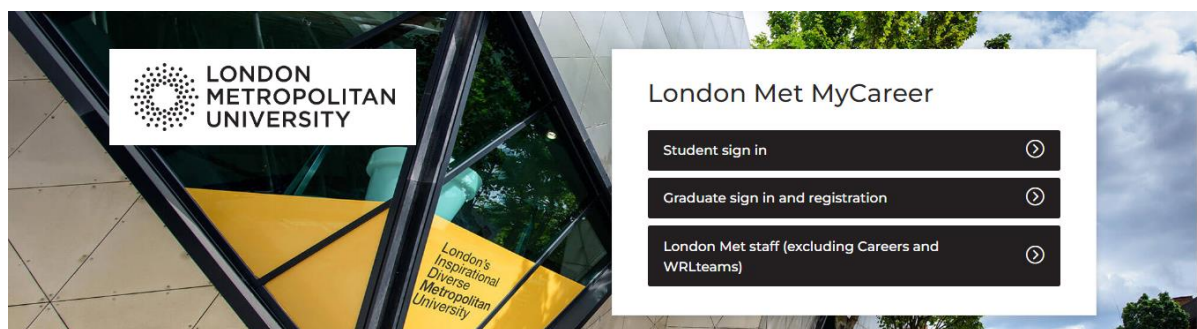


## Guide to vacancy search on [mycareer.londonmet.ac.uk](https://mycareer.londonmet.ac.uk)

The Mycareer system advertises vacancies including part time, full time, graduate, work placement and volunteering opportunities and is available for all London Metropolitan University students and recent graduates. This guide takes you through the process of using the system to search for opportunities of interest.

To make a start, visit the [MyCareer site](https://mycareer.londonmet.ac.uk) and log in. Current students should click on “Student sign in” and use your university login details, whilst graduates should click on “Graduate sign in and registration” to request access. As soon as your registration is approved you will receive login instructions on how to set up your password.



Once registered on the system, please complete your profile which allows you to set up job alerts and receive vacancies matching your requirements by email.

### Using the search function.

- Click on “Search” and select “Vacancies” from the drop-down menu
- You can then choose the “quick search” option or make use of a variety of active filters to refine your search further. So, for example one of the main filters you might choose is vacancy type, which includes full time, part time, temporary and casual as well as graduate, graduate internship and work experience.
- Additional filters include occupational area, location and salary as well as by dates vacancies are due to expire.
- Once you have created your search (es) you can click on “Save this search” allowing you to use it again in future.

## Vacancy format


Every advert follows the same format, and will include a job description, an outline of any skills, knowledge or experience needed, information on the organisation offering the role, details of location and salary as well as instructions on how and when to apply. The image below shows a typical vacancy layout. Note the “actions” button located on the top right of the screen: click on this button to save a vacancy, to view vacancies previously saved, or to review your applications.

### Accountant details

Home / Search / Vacancies

[< Previous](#)[≡ Actions](#)

#### Accountant



Application closing date: 08-Nov-2022

The CFO team is looking for a recently qualified accountant to cover various corporate accounting responsibilities related to its European operations.


The role will support various Koch businesses in both Geneva and London and will be working with the Financial Manager, Finance Director as well as the Corporate control function in the USA. There will also be opportunities to gain exposure to both the Global Gas and the Metals businesses should this be of interest to potential candidates.

The primary focus of the role will be cost analysis, VAT reporting, month end postings and Balance sheet reconciliations. There will also be projects available to improve and automate existing processes. This is an exciting opportunity for a newly qualified accountant to step into an exciting and fast paced business.

##### What You Will Do In Your Role

- Preparation of month end accounting entries for accruals, prepayments and payroll
- Month end cost analysis and assistance with coding of invoices
- Preparation of month end Balance sheet reconciliations and upload into corporate reporting tool
- Data gathering of VAT information for monthly/quarterly/VAT returns
- Reconciliation of VAT return back to General ledger
- Liaising closely with Indirect Tax team on any related issues
- Managing of associated Foreign Exchange issues
- Preparation and submission of P11D/PSA information
- Preparation and submission of various other regulatory / governmental reports

#### Vacancy Provided To

**LONDON  
METROPOLITAN  
UNIVERSITY**


#### Application Details

Application website > [Apply](#)

Application closing date: 08-Nov-2022

Posting expiry date: 08-Nov-2022

#### Fact File

 Ask a question about this Vacancy

Organisation > [Koch Supply & Trading](#)

Reference ID DW8D9

Vacancy Type Graduate , Full Time (non-graduate)

Occupational areas Energy, utilities and natural

## Further information

If you require further information, please [email the job shop](#).