

INTRODUCTION

Part-time Accountant/Business Manager

The International Zoo Veterinary Group (IZVG.) is currently recruiting for a part-time position as an Accountant/Business Manager, based in our offices in Keighley, West Yorkshire.



BACKGROUND

The International Zoo Veterinary Group (IZVG) was founded in 1976, by the association of two practices involved in zoo animal medicine and is now the largest full-time zoo and wildlife practice in the world. The group work with zoos, parks and aquaria around the world, treating wild, rare and endangered species. IZVG currently has eight specialist zoo and aquarium vets and four animal health technicians who mostly work remotely and at our client collections across the UK and abroad. You will join a small and friendly administrative team who work in our premises in Keighley, West Yorkshire.

The practice also includes IZVG Pathology with two full-time veterinary pathologists and two histology technicians based in Keighley. IZVG Pathology is a leading provider of post mortem and histopathology services for zoo, wildlife, exotic pet and aquatic species, and has been providing these for veterinarians, zoos and aquaria in the UK and overseas since 2003.

JOB DESCRIPTION

JOB SUMMARY

As Accountant/Business Manager, you will be responsible for organising the strategic and financial management of the practice and business development. The role will involve finance duties including sales ledger, purchase ledger, payroll, pensions, banking, cash-flow oversight, and nominal ledger upkeep; producing monthly management accounts and annual reports, submitting VAT returns, coordinating insurance renewals, and liaising closely with external accountants; and general business support.

KEY BENEFITS

- Salary consistent with experience and responsibilities
- Enrolment in company pension scheme with employer contribution
- 23 days annual leave pro rata plus statutory holidays, rising with period of employment
- Support for relevant external Continuing Professional Development
- Tenure: Permanent, subject to 6-month probationary period

PRIMARY DUTIES AND RESPONSIBILITIES

- Business development
- Monthly management accounts
- General business support
- Finance
 - Payroll
 - Pensions

- Sales ledger
- Purchase ledger
- Banking
- Insurance policies

PERSON SPECIFICATION

EDUCATION

Accounting qualification

Business/Finance qualification

EXPERIENCE

A minimum of 5 years working in business/finance.

TERMS AND REMUNERATION

- Part time
- Salary commensurate with experience
- Tenure: Permanent, subject to 6-month probationary period
- Reports to IZVG Partners

RECRUITMENT PROCESS

To apply, please fill out the **application form**, available at <http://www.izvg.co.uk/izvgnews.html> and send it, along with a copy of your **CV**, by email to c.kelly@izvg.co.uk.

All applications to be completed in the English language.

The closing date for applications is **5pm Sunday 31st August 2025** or until a suitable candidate is found.