**ROLE PROFILE**

|  |  |
| --- | --- |
| **Function** | **Finance** |
| **Job Title** | **Group Financial Accountant** |
| **Grade** | **M2** |  |
| **Reporting Lines** | **Reports to** | **Senior Financial Accountant**  |
|  |  |  |
|  |  |  |
|  | **Direct Reports** | **None** |

|  |
| --- |
| **Aim of the role**To oversee efficient and effective financial accounting processes. To ensure the integrity of the general ledger providing robust and well controlled financial information in relation to all of the group’s financial reporting.**Responsibilities and Duties*** Ensure the group's financial information remains accurate and compliant with accounting standards, company policies and company processes
* Support in the completion of financial tasks during the month-end, quarterly, and year-end reporting cycles e.g., closing the ledgers, running reports, updating records etc
* Provide input into the production of monthly management reports and balance sheet reconciliations, ensuring deadlines are met and discrepancies are resolved
* Support in the preparation of the annual Budget for multiple business units, including liaising with budget holders and senior management
* Lead on the annual group consolidation and support in the preparation of the annual group statutory accounts (including note disclosures) under IFRS
* Lead in the preparation of annual statutory accounts (including note disclosures) for multiple group entities under IFRS, FRS 101, FRS 102 and Guernsey law
* Support in the audit of the group entities, including liaising with external parties (e.g., auditors, tax agents, external consultants etc) and internal stakeholders (e.g., wider group finance, regional finance, and non-finance group departments)
* Support in the review and approval of daily payments and regular BACS runs, including banking administration support tasks
* Support the process for completing annual returns e.g., corporation tax, partnership tax, group relief, HMRC returns etc as required
* Act as a senior member of the finance team, providing coaching and development support to the Assistant Financial Accountant
* Maintain strong working relationships with internal and external stakeholders
* Drive improvements in group accounting processes, implementing new processes and supporting ad-hoc projects
* Ensure thorough documentation of all key processes and complete other tasks as required by the line manager
* Perform other related duties as required

**Knowledge Skills and Experience*** ACCA/ACA/CIMA qualified
* Excellent analytical skills, with the ability to identify variances and unexpected results
* Experience in a finance environment, particularly in completing complex reconciliations
* Experience with the preparation and review of financial statements
* Excellent communication skills both written and verbal
 |