|  |  |
| --- | --- |
| **Business area: Finance & Strategy** | **Profile number:** |
| **Title: External Reporting Accountant**  | **Reports to: Head of Financial Reporting and Control** |

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE AND CONTEXT** | **NEED TO DO** | **NEED TO KNOW** | **NEED TO BE** |
| **PURPOSE*** The External Reporting Accountant is an important role in the Openwork Partnership supporting the Head of Financial Reporting & Control and Head of Finance & Strategy in delivering Openwork Holdings Limited and its subsidiaries statutory reporting.
* A key role in the development and deployment of appropriate best-in-class year-end and consolidation process and controls within Financial Reporting.
* To act as a member of the Openwork Finance team, helping it to achieve its operational objectives and ensuring that it delivers a high quality and cost-effective service to all stakeholders.

**KEY ACCOUNTABILITIES*** Responsibility for leading the planning and preparation of Group and subsidiary statutory and regulatory reporting.
* Responsible for leading on interim audit and supporting Head of Financial Reporting & Control with pre-year end papers to the Audit Committee.
* Lead tax reporting – quarterly VAT returns, quarterly Corporation Tax estimates & annual Corporation Tax computations.
* Lead and influence the interests of Finance through collaboration and engagement across the business.
* Challenge and lead the development of the Openwork Financial Reporting Control Framework (FRCF) within external reporting.
* Provide continuous development of external reporting disclosures in light of changing external reporting environment.
* Work closely with Head of Financial Reporting & Control and external auditors to ensure compliance with accounting policies.
* Drive enhancements to the structure and content of external reporting documents strengthening the clarity of messaging.
* Responsibility for certain month end tasks as part of our monthly reporting to Board.
* Ensure adherence to deadlines and attainment of standards across Financial Reporting areas of responsibility in the delivery of external reporting.
* Day-to-day management of any team members as required.
 | **KEY PERFORMANCE INDICATORS*** Accurate and timely external financial reporting – Group and subsidiary statutory accounts, HMRC reporting/filing deadlines met; Annual audit completed in line with Audit Committee and Board deadlines.
* Develop best practice in order to accelerate year-end close and sign-off.
* Achieve a high level of professionalism in work completed.

**RELATIONSHIPS**Internal* Head of Financial Reporting & Control
* Head of Finance & Strategy/CFO
* Support and work closely with the rest of the Finance Team
* Build & maintain relationships with functional key colleagues
* Group Risk Team
* Audit Committee & Board

External* Tax advisors
* Internal & external auditors
* Regulatory bodies (HMRC, FCA)
* Banks

**DECISION MAKING*** Support decision making of Executive Team and Senior Management Team.
* Exercise judgment regarding when to escalate potential risks, concerns or queries to Head of Financial Reporting and Control.
* Monitor solvency across Group companies.
* Interpret statutory and regulatory guidance.
* Accounting & tax treatment of non-standard transactions.
 | **QUALIFICATIONS/EXPERIENCE*** Qualified Accountant (ideally ACA/ACCA, preferably large audit firm or Blue Chip) with 1+ years PQE
* Strong financial/regulatory reporting and technical accounting skills
* Experience of Financial Services advantageous
* Experience of HMRC & FCA reporting advantageous
* Experience of Microsoft Dynamics GP advantageous

**KNOWLEDGE*** Knowledge of Financial Services legislation and regulation
* In-depth knowledge of International Financial Reporting Standards (IFRS)
* Awareness of market and financial risk
* Understanding of accounting in a business environment

**SKILLS AND COMPETENCIES*** Professional manner; enthusiastic and positive attitude.
* Best in class of leading and planning statutory reporting.
* Highly motivated self-starter.
* Experience of interacting with senior stakeholders.
* Highly organised and efficient with an ability to work under pressure and deliver to agreed deadlines.
* Strong communication, collaboration and stakeholder management skills.
* Strong focus on the quality of work and attention to detail.
 | **OUR BEHAVIOURS****IT’S PERSONAL*** We treat everyone with empathy and as an individual

**IN PARTNERSHIP*** We always remember we are in this together

**WE DO IT RIGHT*** We’re here to build trust and deliver peace of mind

**WE BELIEVE*** Everyone can make a difference

**INTEGRITY*** Working at all times lawfully and in accordance with pre-defined regulatory, compliance and financial requirements e.g. Data Protection, Financial Crime, Code of Conduct, Health and Safety and Financial Conduct Authority Standards.
* Working at all times in accordance with procedures, group/company policy and processes.
 |