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

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| **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. |