



# Job Description

<b>Job Title</b>	Services Accountant
<b>Department</b>	Finance
<b>Responsible For</b>	No direct reports
<b>Responsible To</b>	UK Controller
<b>Main Purpose of Job</b>	<p>As the UK Services Accountant, you will be responsible for timely and accurate reporting of the results of the Managed and Professional Services divisions of the UK Group for US GAAP purposes in addition to contributing to ongoing process improvements necessitated by continuing business growth.</p> <p>More detailed responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Responsibility for delivering monthly close within Group calendar deadlines. This will include delivering numbers compliant with US GAAP as well as maintaining local ledgers under relevant local GAAP</li> <li>• Deliver a month end pack which analyses the monthly performance and position of the services division. This will include providing variance analysis for key variances across the operation and bridging the actuals vs budget/prior year</li> <li>• Partnering with senior finance and business leaders to provide insights into performance of the services business</li> <li>• Ensuring all monthly balance sheet reconciliations are prepared in line with the current timetable</li> <li>• Ensure that all SOX controls (relevant for the Services division) are effective</li> <li>• Participate in the annual statutory audit and ensure that all services related transactions are fully documented and supported</li> <li>• Active participation in continuous improvement initiatives, standardization, re-engineering of processes and controls, and implementation of best practices, working closely with systems teams</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Project accountant with +4 years post qualification experience</li> <li>• Experience of working in a project accounting role is essential</li> <li>• Knowledge of US GAAP/IFRS/FRS102</li> <li>• Experience acquired in multi-national US parent organisations is desirable</li> <li>• Experience of Hyperion Financial Management system is desirable.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work to tight deadlines and to effectively prioritise tasks</li> <li>• Self-motivated.</li> <li>• Excellent interpersonal skills.</li> <li>• Excellent organisation and time management skills.</li> <li>• Results driven attitude.</li> <li>• Excellent communication skills.</li> </ul>