**The Role**

**Department**: Finance

**Location**: Guildford

**Role**: Senior Financial Accountant

**The Firm**

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has more than 500 partners, 3,200 legal professionals and 5,000 people overall in over 60 offices and associated offices worldwide. To find out more, please visit [www.clydeco.com.](https://www.clydeco.com.)

**The Team**

The UK Financial Control team is responsible for ensuring that financial processes, procedures and controls are appropriate, adequate, robust, scaleable and communicated to all relevant stakeholders; with the intention of maintaining the financial hygiene of and safeguarding the assets of the business, ensuring that it can comply with all relevant regulatory reporting, deliver against its non-financial targets and contribute positively to the evolution of the firm’s culture.

**Key Responsibilities**

* Responsible for creating and uploading month end journals into the GL to ensure integrity in the reported financials and adhering to the timetable.
* Assist with the development and maintenance of a month end close process for the UK.
* Analysing relevant sections of the firm's accounts to enable the production of meaningful

commentary against comparatives.

* Using and developing a dialogue with stakeholders that encourages transparency and avoids "finance-speak" with non-finance staff.
* Developing and maintaining fixed asset & prepayment registers, ensuring accuracy and completeness.
* Ensuring that relevant monthly balance sheet account reconciliations are completed on a timely basis and differences are investigated and resolved promptly.
* Establishing an efficient and effective process for information gathering for budgets and forecasts.
* Assisting with the production of cash flow forecasts utilising knowledge gained through the month end close and budget /forecast processes.
* Contributing to the review of existing processes and controls to identify improvements that can be introduced to ensure financial processes and controls operate effectively and efficiently on a day-to-day basis.
* Assisting with the development and implementation of financial policies, ensuring that they remain current and relevant.
* Contributing to the development of an embedded risk management process.
* Assisting with the completion of accurate and timely statutory reporting.
* Liaising with auditors with regard to queries and information requested during the interim and final audit process.
* Working with the Tax team to ensure submissions to the relevant authorities are understood and devoid of any misstatements.
* Responsible for completion of certain ONS and other regulatory reporting.
* Taking responsibility for completing or assisting with completion of relevant ad hoc finance queries as may occur from time to time.

**Essential Skills & Experience**

* Qualified Accountant —ACA, ACCA, CIMA with a few years PQE.
* Experience of 3E is desirable.
* Excellent working knowledge of MS Excel
* Previously having worked within professional services, law firm experience desirable.
* Must be self-motivated, highly organised, accurate, with strong attention to detail and be
* able to work with minimal supervision.
* Flexible and enthusiastic with the ability to manage own workload, priorities and deadlines.
* Can do attitude with the ability to identify and solve problems quickly.

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.