

Job Description | Record To Report Specialist (Senior Accountant)

Department: Finance

Location: Glasgow

The Team

There is no better time to join our Glasgow team. Our business services function is undergoing an exciting transformation, paving the way for an even more promising future. You'll play an essential role in helping to optimise our business operations, as part of a market leading, global law firm that works as one to achieve our ambitions. Thrive in a team where your voice matters, and you're trusted to work your best way. In a fast-paced environment, you'll work alongside collaborative and supportive colleagues. If you're a proactive self-starter ready to contribute to something extraordinary, here you can play a big part in a winning team.

The Role

This critical role ensures the accuracy and timeliness of the company's financial picture. You'll handle month-end closing tasks like journal entries and account reconciliations, oversee intercompany transactions and cash flow management, support financial audits and reporting, and identify areas for improved accounting processes.

Key Responsibilities

- Prepares and/or reviews month-end journals: prepayments amortization, accrual, cost re-allocation, manual reclassification, and OH adjustments, among others into the GL to ensure integrity in the reported financials and adhering to the timetable.
- Ensuring that relevant monthly balance sheet account reconciliations are completed on a timely basis and differences are investigated and resolved promptly.
- Responsible for the review and/or preparation of balance sheet reconciliation reports and ensures that relevant schedules and analyses are available monthly for review.
- Monitors and reconciles ICB invoices, and manual intercompany invoices for the region (both overhead and matter related).
- Monitors and reconciles all Intercompany accounts both balance sheet & P&L.

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- Prepares and/ or reviews month-end journals relating to FX revaluation, tax provision, income offset, among others
- Review daily bank reconciliation, weekly bank summary and liquidity report, and weekly cashflow reporting and ensure prompt action taken on reconciling items.
- Assists in the preparation of draft statutory reports.
- Provides audit requirements during interim and year-end financial audit.
- Reviews variance analysis monthly for the Profit & loss accounts & Balance sheet accounts with commentary for management.
- Assists in completing reporting packs with complete appendices/ disclosures.
- Recommends areas for standardization and process improvement.
- Performs other accounting related tasks that may be assigned from time to time.

Essential Skills & Experience

- University degree in Business, Finance or Accounting (ACCA or equivalent qualification required)
- Experience with 3E, Elite Enterprise, or a similar practice management system (preferred)
- Demonstrated experience in a similar role within a law firm or professional services environment
- High degree of accuracy and meticulous attention to detail
- Proficiency in Microsoft Office Suite (Excel & Word)
- Excellent written and verbal communication skills for all levels within the company
- Strong organisational and time management skills with task prioritisation abilities
- Proactive and team-oriented with flexibility for extra hours when needed
- Confident and enthusiastic approach
- Ability to work independently under minimal supervision

The Firm

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Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team

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- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

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.

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