

Job Description | Record to Report Analyst (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

The Record to Report Analyst role involves preparing and uploading month-end journals, ensuring integrity in financial reporting by adhering to set timelines. Responsibilities also include completing monthly balance sheet account reconciliations, investigating and resolving differences promptly, and preparing relevant reconciliation reports and schedules. Additionally, the Record to Report Analyst maintains fixed asset registers, performs depreciation runs, and prepares bank reconciliations and cashflow reports. They contribute to process improvement initiatives, provide support during audits, conduct variance analysis for profit and loss accounts, and assist in completing reporting packs. Other ad-hoc accounting tasks may also be assigned as needed.

Key Responsibilities

- Prepares and uploads 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.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

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- Responsible for the preparation of balance sheet reconciliation reports and ensures that relevant schedules and analyses are available monthly for review
- fixed asset registers, ensuring accuracy and completeness.
- Developing and maintaining fixed asset registers; ensuring accuracy of additions in the system, performs monthly activities like depreciation run, prepares entry for disposal and transfers (between in-region entities)
- Prepares daily bank reconciliation, weekly bank summary and liquidity report, and weekly cashflow reporting.
- 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 daily.
- Provides audit requirements during interim and year-end financial audit.
- Prepares variance analysis monthly for the Profit & loss accounts.
- Assists in completing reporting packs with complete appendices/ disclosures
- Performs other accounting related tasks that may be assigned from time to time

Essential Skills & Experience

- University degree in Business, Finance, or Accounting.
- Accounting qualification or actively working towards one.
- Experience with 3E, Elite Enterprise, or similar practice management systems preferred.
- Prior experience in a similar role within a law firm or professional services environment.
- Excellent attention to detail and accuracy.
- Proficient in MS Office applications, particularly Excel and Word.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, able to interact effectively across all levels of staff.
- Excellent organizational and time management abilities.

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- Ability to prioritize tasks effectively.
- Team player with flexibility to work additional hours as needed.
- Confidence and enthusiasm.

The Firm

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

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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
- 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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