**Department**: Finance

**Location**: TBC

**Role Type**: Permanent

The role is working as a number two to the financial controller in the Region. The role includes but is not limited general management of the Accounts Payable and the Record to report teams and Payroll process. The Financial Control team is responsible for ensuring that financial processes, procedures and controls are appropriate, adequate, robust, scalable 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**

* 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 (focus on AP and R2R interactions with other processes).
* Managing the Accounts Payable team, ensuring sufficient resource to ensure all AP work is completed within the SLA’s.
* Review, control and reporting of regional payroll including EOS and Leave pay, Bonus etc.
* Ensuring that all balance sheet reconciliations are completed on a timely basis and differences are investigated and resolved promptly.
* First reviewer and authorizer for bank account transactions.
* Responsible for creating and uploading cashflows and daily cash positions for assessment.
* Assist Financial controller in providing a view to Head of Finance of the BS profile as well as support the monthly sign off Balance Sheet reconciliations.
* Establishing an efficient and effective process for information gathering for sharing with the various stakeholders including monthly reporting of Overheads to the business services.
* Assist Financial controller in the preparation of Budget and forecasts for Business services.
* Contributing to the development of a risk management process including regional quarterly SOD reviews, and access rights review of Finance systems.
* Liaising with auditors regarding queries and information requested during the interim and final audit process.
* Leading on Chrome River matters to ensure that the information is complete and up to date.
* Contribute to existing projects and identify areas for future improvement/development.
* Taking responsibility for completing or assisting with completion of relevant ad hoc finance queries as may occur from time to time.
* Assisting with recruitment where required.

**Candidate Requirements**

The ideal candidate will:

* Have a university degree in Business, Finance or Accounting
* ACCA or equivalent qualification is required.
* Have experience of working on 3E or Elite Enterprise, or a similar practice management system would be preferred.
* Have 7+ years of experience working in a similar role within a law firm or other professional services environment.
* Strong analytical skills and in-depth financial accounting competence and understanding of IFRS.
* Fundamental knowledge in project management, with experience in spearheading small projects and implementing process improvements.
* Proven ability to build relationship and maintain effective communication with stakeholders and team members.
* Have excellent attention to detail with a high level of accuracy.
* Proficient MS Office applications (Excel and Word in particular)
* Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization.
* Have strong organizational and time management skills to prioritize work, delegate tasks effectively, and ensure timely completion of projects.
* 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.

**Clyde & Co**

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\*includes associated offices.