

Job Description

Job Title: Subsidiary Finance Executive

Job Location: UK

Reports to: Subsidiary Finance Manager

Responsible for: N/A

Department: Finance

Job Purpose:

To work within the subsidiary finance team supporting accurate and timely processing of financial transactions and processes, and internal/external reporting requirements.

Principal Accountabilities:

1. Supporting the Subsidiary Finance Manager in ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded and reconciled.
2. Supporting the Subsidiary Finance Manager in the preparation and delivery of the subsidiary statutory reports and external audits within agreed timetables.
3. Assist in and support the monthly close process of the subsidiary ledgers, preparing recurring monthly journals to deadline.
4. Own and be responsible for all reconciliations of the subsidiary ledgers to review non-bank balance sheet and key profit and loss accounts on a monthly basis to ensure the accuracy of the monthly management accounts, maintaining appropriate documentation to support the audit.
5. Prepare necessary journals to rectify and clear incorrect or irrelevant balances and mispostings in the subsidiary ledgers.
6. Ad hoc analyses and schedules as requested by the Subsidiary Finance Manager
7. Take responsibility for account allocations and general maintenance of the subsidiary ledgers.
8. Manage the income recording process in the subsidiary entities and perform reconciliations to the income databases, taking responsibility for correcting any omissions or errors.
9. Manage the day-to-day Gift in Kind Mectizan reporting, ensuring accuracy and completeness of information. Liaising with Country offices and drafting reports for the US Board.
10. Monitor and deal with the subsidiary finance service desk tickets.
11. Liaise with group accounting team, treasury team and subsidiary offices to ensure accuracy of information in the subsidiary ledgers and efficiency of processes.

12. Liaise with internal and external auditors as required to ensure the efficient and timely completion of their reviews.
13. Driving continuous improvement within your own areas of responsibility through challenging existing process and practices to identify and deliver enhancements and improvements to subsidiary finance accounting and reporting processes, financial systems and internal control framework.
14. Deputise and provide cover for the Subsidiary Finance Manager

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Part qualified accountant or equivalent experience, possibly working towards an accounting qualification.
- Previous experience in finance and accounting areas
- Previous experience of performing reconciliations
- Understanding of the International Charity Sector and regulatory environment.

Skills (Special Training or Competence):

- High level of IT skills especially in sophisticated integrated accounting and reporting platforms.
- Good written and oral communication skills, and the ability to effectively communicate ideas and information to a range of audiences and stakeholders.
- Ability to work flexibly, managing change and competing priorities and absorbing new information rapidly to address issues.
- Well organised with an appreciation of meeting deadlines.
- Attention to detail to ensure integrity of data within systems.
- A collaborator willing to provide input and cover into other areas of the Finance team.

Core Behaviours:

- Communicating & influencing
- Team working
- Planning & organising
- Change & improvement
- Decision making
- Delivery and implementation
- Rigour & attention to detail

Key Relationships

Internal

- Subsidiary Finance Manager
- Group Accounts team
- Treasury team
- Subsidiary organisation staff
- Other members of Finance and Performance, Corporate Services and Fundraising departments

External

- Auditors