

E2W is the go to place for women in financial services. Our members benefit from our outstanding careers support and advice. They also enjoy collaborating and networking with other members.



Job Description:

Job title: Head of Financial Reporting

Job rank: Director

Position type: Permanent

Location: London – St. Pauls

Our client strongly supports the business case for gender equality and value diversity as an integral part of their strategy for competing in the current and future marketplace. They have retained E2W to help them recruit a female Head of Financial Reporting.

About the Department

The Finance Department provides support to the business and fulfils internal and external financial reporting functions. It is responsible for providing monthly and quarterly reports on business performance to management and all areas of the organisation, including head office in Tokyo. It leads the annual business planning process, coordinates the external audit, produces the published accounts, is responsible for tax policy and manages the Company's SOX Compliance Programme. The Finance Department's Regulatory Reporting Team is responsible for monitoring and reporting regulatory capital and liquidity. It also provides reports to the Bank of England and the Japanese Financial Services Agency ('JFSA').

The Product Control area is responsible for the main internal reporting and control functions relating to the trading elements of the Company. In this capacity it works closely with the business and Risk Management department both in London and Tokyo.

Primary Responsibilities

To act as a deputy to the Head of Financial and Management Reporting and take management responsibility for the Financial Reporting and Control teams within Financial Control. The purpose of the role is to proactively take the lead in the co-ordination and review of the section's regular output and to manage the underlying Financial Reporting and Control team. This is a key role and will provide the Front Office, and Finance generally, with technical accounting advice and coordinate and run a tight control environment over the UK Group's books and records. This position will proactively drive efficiencies within the Department and actively participate in any projects to develop the Finance function as a whole and provide support to the Head of Financial Control.

The principal duties and responsibilities of the role are detailed below:

Management of team's output

- Proactive coordination and review of all Financial Reporting and Control team deliverables, including Head Office reporting under IFRS and US GAAP.
- This includes comprehension of all output, plus a proactive effort to improve processes, resolve inefficiencies and document tasks.
- Coordination of statutory accounts production, including being the point of contact and taking responsibility for liaising with external auditors.
- Regular and proactive liaison with other areas of the firm including Product Control, Regulatory Control and Front Office to ensure that interdependencies are known and addressed.
- Strong understanding of roles and responsibilities of within the Finance department, other support functions and various businesses required; including a broad knowledge of financial products in order to give accurate and insightful advice.

Technical accounting

- Ability to independently judge the accounting impact of the business, and to provide advice where required.
- Understanding of developments in UK GAAP and IFRS, and ability to manage the coordination of impact analysis across MSUKH and communicate the impact to stakeholders.
- Liaison with auditors and Head Office around changes in accounting or subjective areas.

Financial control

- Oversight of balance sheet substantiation process, including challenge of existing processes and independent peer review of accounts periodically.
- Oversight of SOX submissions, including proactive liaison with SOX team.
- Primary point of contact for internal audit.
- Constant improvement of process to ensure that reporting risks are mitigated.

Management

- Overall responsibility for the management of the Financial Reporting and Control team which will include staff appraisals and objective setting.
- Motivate and get the most out of the team encouraging communication, contribution and commitment from and between team members.
- Ensure workload is evenly distributed within the team and that all processes can be covered during times of absence.
- Proactively manage any employee relation issues and seek guidance where required.
- Ensure team members are accountable for meeting SMART objectives and their development needs are being met.

Projects

- Participation in any projects that impact the Financial Reporting & Control area.

Ad hoc support of the Head of Financial Reporting & Control where necessary.

Overall Statement of Responsibility

All employees of the Company at whatever level of seniority have responsibility on a day to day basis for ensuring that there are clear and appropriate reporting lines between them and others for whom they are responsible and that any delegation of duties is to suitable persons, subject to appropriate supervision and monitoring.

Regulatory Responsibilities

Conduct Rules

All employees are required to fully comply at all times with the Code of Conduct, and in particular the First Tier Individual Conduct Rules. As such employees must:

1. Act with integrity.
2. Act with due skill, care and intelligence.
3. Be open and co-operative with the FCA and PRA and other regulators.
4. Pay due regard to the interests of customers and treat them fairly.
5. Observe proper standards of market conduct.

For further information, please refer to the COCON Sourcebook of the FCA Rules and the Conduct Part of the PRA Rulebook.

Reporting of Breaches

You are required to report to Compliance any suspected or actual breaches of the Conduct Rules described above as soon as they are discovered.

In Respect of Training

The Company has appropriate training and competence procedures and training programmes in place across those business areas for which you are responsible to ensure that the Company's employees: -

- are and remain competent for the work they do;
- are appropriately supervised and their competence regularly reviewed; and
- the level of competence is appropriate to the Company's business.

You are responsible, in accordance with the Company's training and competence policy for achieving and maintaining a sufficient level of competence for the role you undertake and for your own professional development in your relevant area of expertise.

Policies and Procedures

You will comply with the Company's policies and procedures, in particular, those set out in the Company's Staff Handbook, Compliance Manual and Acceptable Use Policy.

Person Specification

Experience

Essential

- Extensive demonstrated relevant experience within a financial reporting role;
- Understanding of the organisation of an investment bank;
- Experience in managing a team

Desirable

- Subsidiary accounting or head office consolidation experience;
- History of working with other offices

Technical Knowledge/Skills*Essential*

- Demonstrated extensive UK GAAP or IFRS knowledge;
- Experience around provision of accounting advice to Front Office;
- Strong IT skills specifically with Microsoft Office;
- Strong knowledge of financial products.

Desirable

- US GAAP knowledge would be useful;
- Understanding of Regulatory reporting.

Qualifications*Essential*

- Good academics (degree level education or equivalent experience);
- Qualified accountant

Desirable

- Qualified Chartered Accountant or equivalent experience.

Key Behaviours/Competencies*Operational Effectiveness and Innovation Achieving Quality Results:*

- Delivering Tasks – Silver
- Problem Solving – Silver
- Flexibility & Drive to Improve – Silver
- Risk Awareness – Silver

Enhance product Scope

- Strategic Business Management – Silver
- Business Awareness – Silver

People

- Leadership – Silver
- Management – Silver
- Communication – Silver
- Ethics and Conduct Level 1 – Silver
- Ethics and Conduct Level 2 – Silver

*Client Centricity – Silver**Effective Collaboration*

- Team Working in Your team – Silver
- Team Working With Other Teams – Silver