

## JOB DESCRIPTION

<b>Title</b>	<b>Financial Control Manager</b>
<b>Reports to</b>	<b>Financial Controller</b>
<b>Department</b>	<b>Financial Control</b>
<b>Location</b>	<b>Based at the London Office (hybrid working model)</b>

### Main purpose of the role

To assist in the department work arising from financial accounting and reporting. Providing support for the department in all matters mostly relating to reconciliations, controls and accounting standards and reporting requirements.

### Key duties and responsibilities

- To be the subject matter expert on all accounting policies and standards.
- Develop & implement financial control policies and procedures to ensure they adhere to latest accounting rules.
- Provide technical guidance to the front office/business up to senior management level on all matters relating to accounting standards.
- Implement policies and procedures to manage the production of high quality statutory financial to both internal and external stakeholders in compliance with IFRS and regulatory reporting requirements.
- Preparation of the statutory accounts for various Group entities including Investment funds.
- Maintain and review of procedure documentation for processes performed within the Finance function to ensure continuing relevance, maximise efficiency and mitigate operational risk.
- Review monthly balance sheet reconciliations, enhance and implement controls over balance sheet substantiation.
- Assist in other departmental projects as they arise.
- To be subject matter expert for hedge, lease and pension accounting and reporting.
- Review tax calculations performed by an outsourced vendor, ensuring all numbers and disclosures are validated and understood.
- Responsible for owning, monitoring and clearing internal and external audit points by agreed time.
- Enhance, implement and maintain robust controls over all finance processes.
- Ensure process and procedure notes are up-to-date and refreshed once a year.

### Culture responsibilities

- Strive to act in line with the target culture including values, behaviours and D&I
- Contribute to sustainability initiatives
- Read and understand relevant risk appetite policies and processes

- Speak up, raise breaches and issues
- Maintain awareness of market best practice and regulatory updates

## Experience, skills and knowledge

### Professional qualifications required (if applicable)

Recognised accountancy qualification eg ACCA / ACA.

### Experience, skills and knowledge required

A minimum of 9 years' PQE - four years financial services experience within the Top 10 accounting firms and 5 years' experience working in the financial services industry preferably in the financial control department with strong technical knowledge and exposure to IFRS standards.

Derivatives/hedge accounting experience

Strong stakeholder management experience including dealing with the external auditors

### Skills

Competent in the use of MS Outlook, Excel and Word

Experience of the following systems would be advantageous:

FRS, MUREX, FLEXCUBE, ORACLE

## THIS SECTION MUST BE COMPLETED

Certified Person:	N/A or MRT/ Significant Harm Function
-------------------	---------------------------------------

Level of Authorisation held (ie payment authoriser)	Yes Up to £x or N/A
---	---------------------

Bank Signatory?	Yes or N/A
-----------------	------------

Level of Responsibility (ie Department Manager)	Line Manager or N/A
---	---------------------

Name of Employee:	
-------------------	--

Signature of employee:	
------------------------	--

Date approved:	
----------------	--

Name of Manager:	
Signature of Manager:	
Date approved:	