

JOB DESCRIPTION

Title	Financial Controller
Reports to	Head of Finance
Department	Financial Control
Location	Based at the London Office (hybrid working model)

Main purpose of the role

Managing a team of 4 people, you will manage the aspects of the Financial Controller Department and make an important contribution to the development of the Finance function in London. You will interact with the Group Finance in Bahrain and KSA, providing information and support when required.

Duties and Responsibilities

- Managing and developing the Financial Controller Function
- Identify and assess the key operational risks arising from function's objectives and to ensure adequate controls are established to mitigate those risks.
- Ensure procedures covering the key processes are clearly documented, kept up to date and communicated effectively to relevant members of staff.
- Manage key person risks by ensuring there are no processes that can only be performed by one person.
- Maintain the various policies relating to Financial Controller area to ensure that all departmental procedures are subject to periodic review.
- Make full use of available resources and continually review systems and procedures in order to remain efficient.
- Ensure the successful development and utilisation of IT resources used by the Finance Department.
- Promote and support the continuing professional and career development of all individual members of the Financial Control area.

Accounting and Controls including:

- Maintenance of the general ledger system, including structural set-up and oversight of all general ledger postings.
- Prepare monthly balance sheet reconciliations and substantiation.
- Review more complex accounting entries to ensure the correct application of accounting standards; for example hedge accounting and hedge valuations.
- Ensure compliance with all HMRC taxation requirements, including Corporation Tax and VAT returns. Liaising as necessary with an outsourced provider for taxation expertise.
- Maintain the Bank's fixed asset register.

Financial Reporting including:

- Preparation of the annual Statutory Accounts for GIB(UK), incorporating integrated reporting techniques to demonstrate the bank's sustainability progress, risks and opportunities.
- Co-ordinate the annual external reporting and audit process, liaising with external auditors and group finance to deliver to the annual reporting timeline.
- Preparation of reports and updates for the Audit and Risk Oversight Committee.

- Ensure compliance with relevant reporting standards, managing implementation projects where there is a significant change for example IFRS S1 and S2.

Accounts Payable and Accounts Receivable:

- Ensure all invoices from suppliers and staff expense claims are recorded in the Bank's systems, appropriately authorised and paid in a timely manner.
- Ensure all customers are invoiced fees on a timely basis and recorded in the Bank's systems and paid in a timely manner.
- Manage intercompany processes, including the receipt/charging of goods and services in line with transfer pricing rules and the settlement of these transactions.

Risk Management:

- To ensure all processes and reporting adhere to recognised accounting, tax and regulatory requirements.
- Ensure all processes followed mitigates the risk of fraud.
- To ensure all accounting, tax and regulatory reporting issues are properly considered and addressed in the development of any new products or products offered in new jurisdictions.
- Liaise with HR to support and ensure all necessary payroll, tax and other related staff costs are paid and managed appropriately.

Culture responsibilities

- Implement target culture, including D&I, in department.
- Proactively drive action to help achieve our sustainability objectives.
- Maintain understanding of regulatory requirements and best market practices.
- Own relevant policies and procedures as per Governance Framework
- Represent the department on committees and working groups, in an open and pro-active way

Experience, skills and knowledge

Professional qualifications required (if applicable)

Qualified Accountant (ACA, ACCA or CIMA)
Graduate preferred but not essential.

Experience, skills and knowledge required

Experience

You will have extensive experience in all aspects of financial, management and product control disciplines working within Banking or Asset Management.

You will possess demonstrable people management and leadership skills and have managed a small accounting team.

Experience of managing system changes/improvements would be beneficial, together with a track record of implementing change and streamlining processes/procedures.

Ideally have used Midas, Murex and Flexcube systems

Skills

- Excellent technical/analytical accounting skills and knowledge of IFRS.
- Good knowledge of financial instruments (Money Market, Foreign Exchange, Repos, Interest Rate Swaps, Fixed Income and Equities)
- Good knowledge and understanding of the PRA rulebook and guidance.
- Strong Excel knowledge
- Process analysis skills and identification of key risks and controls
- Strong IT skills - capable of leading the Finance Dept in IT projects

Personal Qualities

- Excellent verbal and written communication skills
- Enthusiastic personality with a positive “can do” attitude
- Able to consistently meet deadlines
- Effective team relationship management and motivational skills
- Ability to evaluate problems make decisions knowing when to escalate
- Ability to communicate with traders, senior management and colleagues at all levels
- An ability to challenge the status quo in a constructive manner and contribute to new challenges in a multi-cultural business