

**Role Definition**

- Job title:** Financial Accounting Manager  
**Reporting to:** International Financial Controller on a day-to-day basis, and ultimately to the Finance Director

**Responsibilities****Monthly Consolidation and Reporting**

- Responsibility for ensuring that all overseas subsidiaries and branches monthly reporting are reviewed and uploaded to the consolidation software.
- Responsibility for completion of the group monthly consolidation and management accounts.
- Prepare the draft commentary as assigned to be included in the monthly reporting pack.

**UK accounting, audit and tax compliance**

- Responsibility for preparing the consolidated group financial statements under IFRS and annual financial statements for the UK Subsidiaries under FRS 101.
- Prepare and review the UK corporation tax computations and returns.
- Other ad hoc compliance duties as required.

**Overseas accounting, audit and tax compliance**

- Liaise with overseas subsidiaries' auditors and oversee completion of financial statements.
- Prepare, review and approve a variety of overseas tax computations and returns.
- Assist with the set up of cross border project structures, including applying for exemptions and reliefs under DTAs as required.
- Other ad hoc compliance duties as required.

**Forecasts and Budget**

- Responsibility for the preparation of the Foster + Partner's overseas forecasts and budgets along with the consolidation and upload of the Foster + Partner group wide forecasts and budgets.

**Finance System**

- Responsibility for the maintenance and running of a number of key finance systems (consolidation software and nominal ledger).

**Staff Management**

- Direct and guide the workload of various team members assigned.

**General**

- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with Foster + Partners' procedures and standards.

**Qualities and Skills Required**

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- ACA / ACCA qualified with minimum of 5 years of post-qualification experience.
- International tax knowledge is desirable.
- Very strong IT skills (both excel and finance systems).

- Excellent written and verbal communication skills.
- Methodical, accurate and consistent attention to detail.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.