

Foster + Partners

Role summary

Foster + Partners is the leading global design practice covering every aspect of design including architecture, interior and product design, engineering, project management, research, sustainability, urban design, master-planning, and workplace consultancy. We pursue innovative solutions to current day and future demands including but not limited to conserving environmental resources, creating signature buildings and enhancing the local environment in which our projects are located.

The Foster + Partners Group currently includes four UK based subsidiaries, seventeen overseas subsidiaries along with nine overseas branches.

The Group currently holds 67 bank accounts held with multiple banks in 19 countries.

Role Definition

Job title: Intercompany and Treasury Accountant
Reporting to: Financial Accounting Manager

Responsibilities

Intercompany Accounting

- Analyse and prepare intercompany transactions across the group, ensuring accuracy and timely processing and reconciliation.
- Prepare and review transfer pricing adjustments in line with global tax and accounting standards.
- Collaborate with internal stakeholders to ensure documentation is in place for new / amended transfer pricing requirements.
- Assist in resolution of discrepancies if and when they arise.
- Provide support to the financial accounting team with month end activities, year end activities, preparation of financial statements and liaising within the auditors.
- Provide support to the tax manager as required in areas such as transfer pricing documentation and CbCr / Pillar II reporting etc.

Cashflow and Banking Admin

- Review daily cash report prepared by the group cashier.
- Maintain a weekly and monthly cashflow forecast to assist management with both short and medium term financing decisions.
- Support the banking administration across the group, including account openings/closures, mandate updates, administration of banking platforms, and liaising with banking partners including completion of KYC requests.
- Preparation of paperwork associated with bank guarantees.
- Maintain accurate records of banking activities and ensure compliance with internal controls.
- Assist with month-end and year-end closing activities related to banking processes.
- Provide support during external audits.
- Continuously identify and implement process improvements to enhance efficiency and accuracy.
- Prepare debt drawdown and rollover instructions and review debt interest calculations/ interest reviews.

Monthly Accounting and Management Reporting

- Provide support for monthly accounting and management reporting as required

Commented [NE1]: Monitoring of overseas cash balances. i.e. is cash coming in sufficient to cover spending (Korea & Thailand as example). Ensure cash is in the account for payroll and other important payments

Other ad hoc duties as required

- 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 F+P 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 / CIMA accounting qualification or equivalent
- International tax knowledge is desirable
- Advanced excel skills along with a good knowledge of financial systems
- Detail oriented, methodical and accurate
- Able to work under pressure and to tight deadlines
- Able to manage sensitive and confidential information
- Excellent attitude to customer service
- Flexible attitude
- Resilient to cope with conflicting demands and able to prioritise duties and work under pressure
- Excellent written and verbal communication skills
- Demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Able to build good relationships at all levels, internally and externally
- Appreciation of, and commitment to the business of the Practice
- 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.