

Role Definition

Job Title: Studio Project Accountant
Reporting To: Group Commercial Finance Manager

Responsibilities

Financial Analysis and Reporting:

- Develop monthly financial performance dashboards/reports and present these to senior management, delivering insight to influence decision-making and behaviours.
- Report to finance leadership on monthly variances to budget/forecast, investigating material movements and providing accurate, concise explanations.
- Manage financial risk by developing information systems to regularly monitor and analyse key financial metrics.

Financial Strategy and Planning:

- Prepare and deliver annual Studio budgets and quarterly reforecasts, partnering with the division to generate reasoned estimates, and accurately maintaining the Studio forecasting model.
- Apply commercial acumen to perform detailed financial analysis, providing insight and recommendations to support stakeholder decisions and achievement of project, Studio and company objectives.
- Control resource plans to ensure accuracy and limit overspend; use these to generate forecasts to advise the Studio on hiring decisions, performing scenario analysis where required.

Accounting & Operations:

- Prepare and issue accurate fee invoices covering Studio projects, ensuring compliance with local tax regulations.
- Ensure new fees/projects are recorded in the finance system in line with signed contracts and in accordance with accounting requirements.
- Ensure all project costs incurred in the Studio (including timecosts and expenses) are complete and allocated accurately.
- Proactively monitor Studio debt performance over time and liaise with clients to facilitate payment.
- Address Studio audit queries comprehensively and promptly.

Other:

- Support ongoing transition to new ERP system (Microsoft Dynamics 365) where required and be proactive in adapting to the associated business change.
- Actively participate in team-wide knowledge-sharing.
- Ensure compliance with financial regulations, accounting standards, and internal policies.
- Continually monitor and enhance procedures and reported information.
- 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

- Globally recognised accounting qualification.
- Advanced Excel skills and working knowledge of PowerBI desirable.
- Excellent interpersonal skills
 - Builds strong relationships with Studio Partners and wider stakeholders.
 - Confident and concise oral and written communicator.
 - Balances competing interests and demands effectively.
- Commitment to stakeholder service
 - Delivers timely, effective and accurate service to applicable stakeholders.
 - Delivers tailored service improvements, prioritizing those with greatest impact.
 - Takes ownership and action to improve business outcomes.
- Motivation to continuously improve systems, processes and skills
 - Able to identify opportunities for process improvement and execute quickly.
 - Flexible approach to new systems/technologies.
 - Motivated to develop skills and experience.
- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- 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 postholder 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 postholder.