

## Role Profile and Person Specification

Role Profile	
Job Title: <b>Financial Accountant</b>	Hours of work: <b>37.5 hours per week</b>
Salary: <b>Dependent upon experience</b>	Reporting to: <b>Financial Controller</b>

## Summary

Hargreaves Lansdown is a FTSE 100 listed financial services company, widely recognised as the UK's leading direct to investor "Investment Supermarket". The company operates a centralised finance function which covers all aspects of financial and management accounting along with regulatory reporting, financial forecasting and modelling and investor relations. The role will provide an excellent opportunity for a qualified accountant to join the small, experienced finance team and become involved and take responsibility in many of these areas. In addition this position offers the opportunity gain exposure to working with senior management and directors of the wider business.

### Key Duties & Responsibilities:

- Preparation of the monthly Group and subsidiary management accounts
- Preparation of quarterly regulatory returns for the regulated subsidiaries
- Provide directors/senior management team with answers to ad hoc requests for financial analysis – in particular assessment of the costs, income and profits generated in business areas and modelling if the viability of Corporate pension schemes
- Supervision of sales, purchase & nominal ledger and maintenance thereof
- Supervision of the maintenance of asset register
- Supervision of various monthly company bank reconciliations and checking all control accounts, including sales ledger, purchase ledger, VAT account, PAYE/NI
- Supervision of company debt collection and credit control
- Completion of quarterly VAT returns including review of partial exemption calculations
- Preparation of deliverables for the auditors, drafting statutory accounts and key point of contact for the field audit team
- Production of management information and key performance indicators for the business
- Involvement in day-to-day accounting procedures and controls

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A CA, ACCA or CIMA qualified accountant</li> <li>Degree (or equivalent experience)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of using accounting systems for month-end and year-end reporting processes</li> <li>Solid Technical experience of financial reporting under IFRS</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Financial Services</li> <li>Competent computer user; proficient in Microsoft Office</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Qualified in either practice or industry having gained exposure to many aspects of finance</li> <li>Track record of ownership and responsibility for delivery of key tasks and driving improvements in processes</li> <li>Completion of full month-end close and reporting processes</li> </ul>	<ul style="list-style-type: none"> <li>Exposure to Financial Services industry through audit work or having worked for a financial service based company in industry</li> <li>Exposure to the reporting demands of a listed, high profile, company</li> <li>Some experience of financial modelling and cost analysis</li> <li>Experience of technical accounting issues such as share based payments, financial instruments</li> <li>Managing and developing staff</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Strong accounting systems knowledge</li> <li>A high standard of excel with the ability to manipulate large volumes of data through using pivot tables, look-ups and macros</li> <li>Excellent attention to detail with the ability to work to tight deadlines and manage multiple tasks</li> </ul>	<ul style="list-style-type: none"> <li>Able to research new accounting and reporting requirements and report on the impacts to the business with recommendations</li> <li>Able to evaluate processes and procedures in order to improve and/or streamline</li> <li>Other systems skills such as SQL, Cognos, PowerPoint</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Dedicated professional who looks to consistently deliver high standards and takes responsibility for tasks and pride in their work</li> <li>Pro-active and self-motivated with an ability to challenge the norm</li> <li>Ability to communicate with financial and non-financial staff both verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>Desire to learn and keep abreast of developments in accounting and the industry and markets in which the company operates</li> </ul>