

# BURO HAPPOLD

<b>Job title</b>	<b>Financial Operations Accountant</b>
<b>Grade and fit within team structure</b>	Associate
<b>Discipline/Team</b>	FI99 – Finance Department
<b>Business unit/Region</b>	Shared Business Services
<b>Location</b>	Bath
<b>Reporting line</b>	<pre> graph LR     A[Financial Operations Accountant] --&gt; B[Director of Financial Accounting and Reporting]     B --&gt; C[CFO]             </pre>
<b>Team structure</b>	No direct or indirect reports
<b>Your support</b>	<ul style="list-style-type: none"> <li>• Line Manager</li> <li>• Finance Group Coordinator</li> <li>• HR – HR consultant; recruitment; learning &amp; development</li> </ul>

## Role overview

### What's the purpose of the role?

A wide-ranging role that encompasses ad hoc projects across the full range of financial disciplines required within a thriving international consultancy. This includes financial planning & analysis, tax, treasury and statutory reporting whilst also focusing on the maintenance and development of the internal control environment.

The role would ideally suit a recently qualified and looking to gain experience in a wide range of financial disciplines and processes.

### What will success look like?

Strong working relationships with key members of the global finance team and being able to manage time effectively to prioritise demands. Lead on projects ensuring they are completed efficiently and in line with intended timelines. Develop a sound knowledge of controls and processes enabling support to be provided to the wider team.

## What will you be doing...

### A detailed overview of your responsibilities is as follows...

- Involved in significant ad-hoc projects across a wide range of financial disciplines including:
  - FP&A
  - Statutory reporting
  - Operational Finance – project accounting and reporting
  - Tax
  - Treasury
- Covering finance team member roles as and when required which could encompass the preparation of monthly management accounts, budgeting, forecasting, long-term project reviews and project close out.
- Assisting with the year-end external audit and quarterly statutory reporting process
- Assisting with quarterly and annual bank covenant reporting
- Key member of the financial operations team supporting with developing and improving financial processes and internal controls to ensure consistency across all international offices
- Drive the ongoing documentation of internal control processes ensuring process / policy documentation is kept up to date
- Support with internal cash flow reporting

## More about you...

### Experience & Qualifications

Qualified CIMA/ACA/ACCA  
 Intermediate Excel skills (VLookups, Pivot Tables)  
 Experience of professional services or engineering/construction industry would be an advantage.

### Style & Behaviours

Flexible can-do attitude with the drive to positively approach a wide range of business needs  
 Self-motivated and highly organised with the proven ability to prioritise and work to tight deadlines  
 Confident and proactive with the ability to take the lead in challenging situations  
 Resilient with excellent communication skills with a high attention to detail