

BURO HAPPOLD

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

Role overview

What's the purpose of the role?

Due to the continued growth of our global business, Buro Happold is seeking a Financial Reporting Assistant to further our finance team's capabilities.

This is an exciting new role within the FP&A team and promises exposure to a variety of different areas of the business, as well as a reporting line up to our global CFO!

This is a great opportunity for the candidate to progress their finance career within a reporting and analytical focused role, in a fast paced, dynamic work environment.

The key role will require the candidate to:

- Support our FP&A team in preparing standard reporting packs and financial information for key stakeholders
- Other reporting and analysis requests by the FP&A team and wider finance team - often ad hoc and with quick turnarounds
- Co-ordinate and liaise with Group and Regional Financial teams to meet reporting deadlines
- Collaborate with finance teams and key stakeholders under tight deadlines to quickly address their needs

What will success look like?

- Successfully managing time to deliver regular reporting but also ad hoc requests as they arise
- Develop a sound knowledge of the different reporting requirements and the key KPIs being monitored and reported on by the business.
- Strong attention to detail, with confidence to flag anomalies or unusual/unexpected outputs
- Build strong working relationships with the FP&A and wider finance teams.
- Effective communication and confidence in communicating directly with key stakeholders in the finance team (CFO & Directors) and non-finance stakeholders.
- Meticulous attention to detail is crucial to ensure overall data integrity

What will you be doing...

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

- Support our FP&A team in preparing regular reporting and financial packs – to include month end reporting, balance sheet reporting and budgeting/forecasting.
- Prepare weekly reporting pack – used by our CFO and other key stakeholders
- Support our FP&A team in preparing reporting for our new “Matrix Leader” cost centres, including weekly and monthly reporting requirements and reporting against KPIs
- Compilation of any ad hoc reports, presentations, and information requests, including those from senior stakeholders
- Collaborate with finance teams and key stakeholders under tight deadlines to quickly address their needs
- Support other teams within our Shared Business Service Finance teams with reporting requests
- Support in co-ordinating our global reporting, via liaison with other Group and Regional finance teams
- Work closely with our Reporting Analysts to resolve queries and issues with reporting

More about you...

Experience & Qualifications

- Experience in finance/accounting required
- Experience in MS Office, in particular Powerpoint and Excel is essential
- Intermediate Excel skills (VLookups, Pivot Tables)
- Strong attention to detail & accuracy
- Experience of professional services or engineering/construction industry would be an advantage

Style & Behaviours

- Strong attention to detail and ability to work independently.
- Excellent communication skills, including with key stakeholders.
- Motivated and dedicated individual with a flexible can-do attitude;
- Highly organised with the proven ability to prioritise and work to tight deadlines.
- Experience of professional services or the construction industry would be an advantage.