

JOB DESCRIPTION

Job Title:	Financial Accountant
Reporting to:	Finance Unit Manager
Supervisory Responsibility:	None Accountant

Job Purpose:

This role is to support the FUM with specific responsibility for preparation of the annual consolidated LLP accounts and subsequent member profit appropriation schedules and statements. The postholder will assist in recording and discharging members' taxation liabilities and for dealing with all enquiries from members regarding their financial affairs. The postholder will play a significant role in liaison with the firm's external auditors performing the audit of the firm's statutory accounts.

Additionally the post holder will be responsible for the calculation of Open Book and other adhoc reporting e.g. ET fees.

Areas of Responsibility:

Year end statutory accounts

- Preparation of the LLP's financial statements and supporting schedules in compliance with appropriate accounting standards (FRS102 and UK GAAP), ready for review in accordance with the strict timetable.
- Manage consolidation of results from subsidiaries within agreed timetable in conjunction with the local finance officers.
- Ensure all necessary disclosures made
- Maintenance of proper accounting records for the LLP.
- Liaising with the auditors for the LLP and BBH Legal Services well as the accountant for Belfast during the financial and SAR audit.

LLP and members' taxation

- Preparation of information to tax advisors to enable partnership tax computation
- Ensure underlying calculations are up to date for each individual member
- Maintenance of individual member details (salaries, profit share, cars, pension, tax rate) and calculation of member's monthly drawings
- Liaising with tax accountants in relation to individual members tax computation

- Make members tax payments and review tax reserves.

Members' financial affairs

- Production of profit appropriation schedules
- Production of members annual statements
- Maintenance of membership capital schedules
- Handling members queries regarding remuneration, capital holding and tax
- Handling of all financial transactions associated with transfer, retirement or newly appointed members including notifying tax accountants and auditors.
- Make members pension payments and liaise with financial advisors and pension providers.
- Profit distribution computation

Ad-hoc reporting and supporting team

- Deliver ad-hoc financial reporting as required.
- Support the Financial Reporting team with monthly accounting and analysis as required.
- Complete balance sheet reconciliations as required.
- Lead projects and analysis to improve long term business information reporting.
- Lead the ET project to support National coordinator for Business Process.

Budgeting

- Prepare budget schedules and liaise with branch managers on income and staffing modules.

This list is not exhaustive