

Job Description

Job title:	Finance Accountant
Department:	Finance
Reporting to:	Head of Finance
Location:	Jersey

The Role

Reporting to the head of finance and working with the financial control team; support business performance reporting and analysis, providing business managers with insightful analytics and reporting and support financial accounting activities in the finance team.

Key Result Areas

- Provide excellent levels of service in line with Crestbridge standards, procedures and guidelines
- Maintain and updating records accurately
- Take responsibility for own personal development, in line with agreed annual performance objectives
- To act at all times in accordance with Crestbridge values, as set out above

Primary Contacts

- Immediate supervisor
- Business Unit Director
- Accounts team
- Internal departments

Requirements

* Essential

+ Desirable

Qualifications

- * GCSE's in English Language and Mathematics
- * ACA/ACCA Qualified or similar

Experience

- * Experience or exposure to a financial management environment or similar
- * Management accounting and analysis, drafting of commentary
- * Financial accounting and preparation of simple financial statements

Knowledge

- * Knowledge of IFRS and UK GAAP principles
- * Advanced knowledge of Microsoft Excel and other Microsoft Office software
- * Understanding of controls in a financial reporting context

Skills and Abilities

- * Strong numeric and analytical skills
- * Strong written and verbal English
- * Ability to communicate effectively with all levels of staff
- * Highly accurate with good attention to detail
- * Good time management
- * Be organised and able to prioritise effectively to meet deadlines and deliverables

Personal qualities

- * Clear telephone manner
- * Team player
- * Flexibility
- * Adaptability
- * Enthusiasm to deliver
- * Appropriate office conduct and attitude to work

Motivation

- * Strong commitment to client service excellence
- * Personally driven to deliver
- * Proactive and disciplined approach to work
- * Desire to learn and develop
- * Takes responsibility for self-development



Key Responsibilities

Your role may include, but will not be limited to, the following tasks which we call 'Defined Business Activities'. The list of defined business activities is not exhaustive and may be amended from time to time.

Business Performance reporting

- Support the Head of Finance in production of management information
- Working with the financial control team to produce timely and accurate management accounts and lead the production of other regular management Information
- Prepare commentary to explain business performance including reasons for variances to budget and prior year
- Revenue reporting and flash results
- Maintain accurate cost allocations and deliver cost centre reporting and insight
- Lead client profitability reporting
- Lead Board reporting including production of regulatory returns

Financial control and accounting

- Maintain the group cost allocation model
- Support the group consolidation model
- Oversee Intercompany balance reconciliations
- Support the production of Regulatory reporting
- Support working capital and cash forecasting
- Participate in the production of financial statements for Group Legal entities

Budgeting and Forecasting

- Management of the annual budgeting process including liaison with management
- Manage periodic forecasting process

Project Accounting

- Support project financial management and forecasting processes

Business operational support

- Develop and support operational metrics to support business objectives including productivity reporting

