



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Group Financial Accountant

Division: Finance Division

Accountable to: Head of Financial Reporting & Compliance

Job Summary

As a proactive leader with strong business acumen and technical accounting skills, the postholder is responsible for managing an effective and efficient financial accounting function in order to produce monthly consolidated financial statements. In addition to managing staff, this post will also be responsible for the monthly and annual financial reporting for the School's subsidiary companies and associated entities.

Main Duties and Responsibilities

Financial Accounting

- Manage a team of 6 staff including qualified financial accountants and develop their skill sets to deliver services required by the School;
- Deliver timely and value-added financial services to senior management and stakeholders to enable strategic planning and the carrying out business plans;
- Arrange tasks among team members to ensure accurate and timely recording of transactions in the accounting system;
- Lead the coordination and production of monthly consolidated financial statements and their review (the consolidated balance sheet and cashflow including consolidation adjustments);
- Review monthly balance sheet account reconciliations (including for payroll and pensions) for the School and its subsidiaries for accuracy and reasonableness, and action any correction journals as required to address reconciling items where required;
- Oversee integration between external systems and the finance system through monthly reconciliation;
- Oversee various deliverables to support both internal and external financial reporting needs, including analytic commentary and supplementary analysis for senior management and stakeholders;
- Oversee the month-end close process and roll-over regarding the accounting ledgers
- Establish and manage the year-end closing process and ensure timely and accurate production of the consolidated annual financial statements under UK GAAP and US GAAP (where required);
- Ensure the accuracy and timely submission of regulatory returns such as the OFS annual financial return, annual TRAC return and annual & monthly ONS business survey returns
- Review the provision of financial and accounting services to subsidiary companies; primarily the preparation and/or review of monthly management packs, preparation of annual financial statements and annual budgets to be sent to internal/external senior management
- Maintain, review and improve the chart of accounts including managing the new account approval process to ensure that Finance staff and internal stakeholders use the accounts correctly;



- Partner with internal finance teams (such as Financial Systems and Financial Planning & Analysis) to develop additional reporting requirements and liaise on group and entity reporting matters;
- Drive continuous improvement in accounting process and internal controls;
- To assist in the continuous improvement of the School's Treasury Management function, including implementation, management and compliance with its treasury management policy;
- To support the Head of Financial Reporting & Compliance in managing the Group's liquidity & working capital, treasury and working capital portfolio related reporting to internal & external Committees and managing day to day banking relationships

Other

- Deliver first class operational and strategic financial services to the School;
- Ensure resilience of financial controls and processes;
- Assist the Head of Financial Reporting & Compliance in an annual review of School's Financial Regulations;
- Conduct ad-hoc financial analysis/investigations assigned by the Chief Financial Officer or Head of Financial Reporting & Compliance
- Promote a constructive culture of financial control and good financial practice among all staff;
- Communicate the School's Financial Regulations and Policies including providing training to all staff;
- Develop a strong network of professional relationships throughout the School, in particular with key stakeholders;
- Proactively manage and communicate weaknesses or issues in financial controls with stakeholders and senior management, and look to address any failures in a timely manner
- Lead and contribute to various financial policy decision making processes;
- Review and approve School payment runs and refund requests on an ad-hoc basis

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.