

A group of four professionals (three men and one woman) are walking down a modern, white staircase with a metal mesh railing. They are engaged in conversation and smiling. The woman in the foreground is wearing a green shirt and red trousers. The man next to her is wearing a red sweater and brown trousers. The man further back is wearing a grey shirt and dark trousers. The woman in the background is wearing a black and white checkered dress. The staircase is set against a light-colored wall with a wooden ceiling.

Forward thinking
Straight talking

Senior Financial Accountant

JOB SPECIFICATION

Gateley /

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| POSITION: | Senior Financial Accountant |
| LOCATION: | Birmingham |
| CONTRACT TYPE: | Permanent |

The *role*

We are looking for a dynamic professional to join our accounts team in Birmingham. Reporting directly into the Head of Financial Reporting, the primary purpose of this role is to ensure compliance with accounting standards, supporting the Head of Financial Reporting in delivering financial statements and the monthly Group consolidation, and assisting with audits. You will manage month-end tasks like nominal journals and balance sheet reconciliations, conducting detailed transaction reviews, preparing ad-hoc reports, and continuously improving processes for compliance and efficiency.

Responsibilities:

- Financial reporting, ensuring compliance with accounting standards
- Supporting the Head of Financial Reporting in delivery the team's reporting requirements including the half year and annual financial statements and monthly Group consolidation
- Support with the external (and any internal) audit process
- Month end responsibilities including nominal journals, reconciliation of balance sheet and intercompany accounts, production of the P&L and balance sheet with GAP and budget variance analysis
- Support the Head of Financial Reporting with the preparation and submission of Group VAT and Corporation Tax returns, maintenance of group arrangements, and be a point of contact for external advisers
- Undertake detailed nominal transaction review
- Preparing ad-hoc reports for stakeholders
- Continuously review processes ensuring compliance and efficiency

The *team*

Our highly skilled and diverse finance team is dedicated to delivering exceptional accounting services to our exciting and dynamic Professional Services Group. We offer a comprehensive range of services that cater to both legal and non-legal businesses within the Group. Our finance team is meticulously organised into several specialised functions, including Group Accounting, Legal Cashiering, Billing, Credit Management, and Purchasing. This role will sit within our Group Accounting function and will report directly into our Head of Financial Accounting.

The purpose of the financial accounting and reporting team is the delivery of robust, pro-active financial information including monthly reporting to Group boards, management of the external audit process and engagement with the Audit Partner and their team to ensure sign-off of the annual statutory audit. Complete the statutory accounts for all Group entities in accordance with international accounting standards and timely

filing and maintain the integrity of the balance sheet. The role is also the key contact for day-to-day interaction with the Group team. The team comprises of a mix of full and part qualified accountants completing a wide range of activities to ensure all elements of accounting and reporting are as accurate as possible.

We pride ourselves on servicing our internal clients to the highest standards, consistently adding value by going above and beyond in our efforts. Our commitment to excellence and proactive approach ensures that we not only meet but exceed the expectations of our stakeholders, contributing to the overall success and growth of the Group.

The *person*

Candidates will be able to demonstrate the following attributes:

- ACA, CIMA, ACCA or equivalent qualified with at least 3 years of post-qualification experience
- Experience gained in a top 20 accountancy practice or in a professional services environment highly desirable
- Up to date technical knowledge of accounting standards, both IFRS and UK GAAP
- Ability to effectively communicate and engage with all levels of the organisation
- High level of proficiency with Microsoft office applications, including Excel
- Ability to manage multiple competing workstreams and work effectively in a deadline intensive environment

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100

companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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