



Job Title	Financial Reporting Team Member
Job Level	5
Location	Arete
Business Unit	Group Functions
Function	Group Financial Control
Leader	Group Financial Reporting Accountant
People Leadership	N/A
Role Purpose To support the Group Financial Reporting team in the preparation, global collation and provision of accurate, complete and timely statutory financial reporting information and proactively drive process improvements across Group reporting.	
Accountabilities <ul style="list-style-type: none"> • Support the delivery of the external audit of the statutory financial statements, co-ordinating, collating and validating data provided to the external auditors. This will include providing supporting evidence and co-ordinating the global meeting diary and global submissions from across the wider WG&S Group. • Assist in the delivery and preparation of the statutory financial statements at a Group and subsidiary level ensuring compliance, accuracy, and completeness in line with legal requirements and in-house timeframes. • Co-ordinate the on-going governance and maintenance of the Global Finance Manual including arranging meetings, document management and liaising with third party agencies. • Provide financial reporting support in respect of project requirements across the Group, including areas such as acquisition accounting, corporate structure changes and accounting policy changes. • Maintenance of Group-wide control documents covering areas including Company structures, investments and intangibles. • Assist with other areas of company governance and Group-wide controls. • Prepare monthly and quarterly VAT/Intrastat submissions. • Complete regular financial reporting tasks such as month end balance sheet reconciliations, posting required journal entries, PO Management and completing analysis of balances. 	
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