

**Role summary**

Foster + Partners is the leading global design practice covering every aspect of design including architecture, interior and product design, engineering, project management, research, sustainability, urban design, master-planning, and workplace consultancy. We pursue innovative solutions to current day and future demands including but not limited to conserving environmental resources, creating signature buildings and enhancing the local environment in which our projects are located.

The Foster + Partners Group currently includes four UK based subsidiaries, seventeen overseas subsidiaries along with nine overseas branches.

This role has a heavy focus on group and statutory reporting for month and year end, along with dealing with a wide range of UK and overseas accounting and tax issues arising as a result of the ever changing compliance environment. The role currently has four direct reports.

**Role Definition**

**Job title:** Financial Accounting Manager  
**Reporting to:** International Financial Controller on a day to day basis, and ultimately to the Finance Director

**Responsibilities****Monthly Consolidation and Reporting**

- Responsibility for ensuring that all overseas subsidiaries and branches monthly reporting are reviewed and uploaded to the consolidation software
- Responsibility for completion of the group monthly consolidation and management accounts
- Responsibility for the draft commentary as assigned to be included in the monthly reporting pack

**UK accounting, audit and tax compliance**

- Responsibility for preparing the consolidated group financial statements under IFRS and annual financial statements for the UK Subsidiaries under FRS 101 along with driving the audit of these financial statements
- Responsibility to ensure information provided to the tax accountants who prepare the UK corporation tax computations and returns
- Other ad hoc compliance duties as required

**Overseas accounting, audit and tax compliance**

- Liaise with overseas subsidiaries' auditors and oversee completion of financial statements
- Prepare, review and approve a variety of overseas tax computations and returns
- Assist with the set up of cross border project structures, including applying for exemptions and reliefs under DTAs as required
- Other ad hoc compliance duties as required

**Forecasts and Budget**

- Responsibility for the preparation of the Foster + Partner's overseas forecasts and budgets along with the consolidation and upload of the Foster + Partner group wide forecasts and budgets

**Finance system**

- Responsibility for the maintenance and running of the consolidation system

**Staff management**

- Direct and guide the workload of various team members assigned

**General**

- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

**Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- ACA / ACCA qualified with minimum of 5 years of post-qualification experience.
- International tax knowledge is desirable
- Very strong IT skills (both excel and finance systems)
- Excellent written and verbal communication skills
- Methodical, accurate and consistent attention to detail
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.