

Job Title	Group Accounting Manager – 15 month FTC
Located	Birmingham
Reports to	Senior Finance Manager

Help shape the future of intellectual property. Marks & Clerk LLP is the leading and largest firm of Patent and Trade Mark attorneys in the UK with over 50 partners and 350 employees. Our attorneys are highly skilled in all technical fields. We have 8 offices in the UK: London, Oxford, Cambridge, Birmingham, Manchester, Edinburgh, Glasgow and Aberdeen.

Role purpose

The Group Accounting Manager is a key member of the finance team and will have responsibility for elements of both financial and management accounting across the Group. The Group Accounting Manager will be responsible for preparing the statutory accounts for some of the firm's overseas entities and will be a key contact during the UK and overseas audits.

The role oversees the production of the group monthly management accounts, the annual budgeting process and associated reporting, and key monthly balance sheet reconciliations. The Group Accounting Manager will manage and mentor 2 direct reports, who are part qualified accountants and currently studying ACCA.

Principal responsibilities

The Group Accounting Manager is responsible for the delivery of the financial accounts for a number of the firm's overseas entities, overseeing the preparation and delivery of the monthly international management accounts, and delivery of the annual budget process.

Financial Accounting

- Complete ownership of the financial accounting and statutory reporting process for a number of different entities within the Marks & Clerk Group.
- Oversee the year end audit process for these entities and assist with the UK audit where required, including analytical review and collating/addressing audit requests.
- Ensure robust financial controls are adhered to throughout the financial year through monthly balance sheet reviews in line with the month end timetable.

Budget Preparation

- Review and challenge International Associated Firms yearly budget submissions. Requesting further information and explanation where necessary.
- Consolidate budgets from individual Associated Firms and prepare budget commentary for distribution to the International Board and equity partnership.
- Oversight and responsibility for the Marks & Clerk UK LLP budget process. Ensuring all meetings with the key stakeholders for all elements of the budget including cooperation team leaders, client relationship managers, office managers and heads of Group functions are conducted in accordance with the agreed timetable.
- With assistance from the Management Accountant, prepare UK budgeted and associated commentary for distribution to the UK board and wider UK partnership.

Management Accounting

- Co-ordinate and distribute timetable for the delivery of monthly management account information for all International Associated Firms.
- Responsible for the production of consolidated management accounts for the International firm, ensuring all significant variances are understood and explained.
- Review management accounts, identify and communicate financial risks and opportunities for all Associated Firms. Proactively follow up all risks and opportunities and make recommendations to minimise risks and maximise financial opportunities.
- Complete ownership of the end to end UK Management Accounts process. Ensuring the management accounts and commentary are relevant to the partnership.

Other responsibilities include

- Production of “Day One” report providing a snapshot of Financial performance to the Partnership.
- Manage and mentor 2 direct reports, both currently studying ACCA and one responsible for new client take on procedures.
- Oversee compliance including all information relating to Insurance renewals, including allocation and recharging.
- Work closely with senior finance management on board papers and presentations.
- Management and development of finance staff.
- Work collaboratively with Group Finance team members, other Group functions and entity accountants.

Technical knowledge, professional qualifications and experience

The following experience, knowledge and qualifications are essential:

- Fully qualified accountant with a minimum of 5 years' PQE (ACCA, CIMA ICAEW or equivalent)
- Previous experience managing members of staff and strong mentoring skills
- Ability to communicate effectively across all levels of management
- Ability to summarise complex data for senior management
- Ability to reconcile large amounts of data
- Exemplary level of attention to detail
- Strong IT skills – MS Excel (e.g. Pivot tables, Index Match and charts), Word and PowerPoint
- Experience of working to tight deadlines

Remuneration and benefits

- Competitive salary dependent on qualification and experience
- 26 days' annual holiday, plus statutory holidays
- Contributory pension scheme
- Hybrid working (minimum of 2 days in the office)
- Life assurance
- Private medical insurance
- Permanent health insurance
- Reimbursement of membership fees to professional bodies required for the role