

Overview:

Vacancy Reference Number: MSMS 2024-036

Location: Norwich

Job Description

Business Entity: Mount Street Mortgage Servicing Limited	Review Date: November 2024
Cost Code/ Business Unit: 31 - Overhead	
Division: Finance	Department: Operations
Corporate Title: Senior Associate	Functional Title: Management Accountant
Ultimate Reporting Line: Henry Girgis - Executive Director, Finance	
<p>Responsible For:</p> <ul style="list-style-type: none"> Responsible for the accounting (multi-currency / multi-jurisdictions), management reporting and VAT returns and assist with yearend statutory reporting, audits and tax compliance for a variety of group-entities. Overseeing and mentoring members of the AR/AP team 	
<p>Explain who will cover the role when current individual is absent from the office:</p> <p>Senior Associate, Finance</p>	
<p>Purpose (a brief encapsulation of what the jobholder is required to accomplish): All accounting and related finance activities for various entities across the group.</p>	
<p>Core Responsibilities (6-10 points subdividing the role into areas of functional responsibility):</p> <ul style="list-style-type: none"> Management accounts preparation including but not limited to: <ul style="list-style-type: none"> Full responsibility for several group companies, across various jurisdictions and functional currencies. Variance analysis and commentary. Preparing and posting monthly journals (e.g. prepayments, accruals, payroll). Interpret and compute intercompany transactions. Periodic VAT / VIES preparation and submissions across several jurisdictions. Assisting with annual statutory accounts preparation. Assisting with year end audit and corporation tax compliance. Overseeing members of the AP / AR team and a focus on mentoring and developing more junior members of the team (especially in Norwich). Maintain (and improve where necessary) existing systems and control environment. Monitor cash flow needs / surpluses of the affected entities. Adhoc requests from senior members of the team as and when required. 	

Skills and Competencies (Key skills, competencies and attributes required for success):

- Highly analytical and problem-solving ability.
- Strong interpersonal and communication skills to build relationships across the Group.
- Ability to work to strict deadlines and prioritise workload accordingly.
- Attention to detail.
- Self-managed and proactive approach.
- Understanding of systems, infrastructures and processes in diverse environments.
- Knowledge of MS Office tools, particularly Excel.

Essential Approved Persons Examinations (e.g. FSA, CFA):

N/A

Professional Examinations required (e.g. ACCA):

A minimum of 2 years post qualified ACCA or equivalent.

Other skills required, essential or desired (e.g. languages):

- Worked in a regulatory environment (desired)
- Previous NetSuite experience (desired)

Please note that to ensure compliance with DSGVO/GDPR it is essential for ALL CV's received for prospective candidates who are not appointed MUST be deleted and not saved. If a CV is forwarded onto a colleague please advise them of this rule and please delete the sent email from your history also.

Mount Street is committed to creating an inclusive and equitable environment for all. We believe that by harnessing different backgrounds, experiences, and perspectives our teams bring a greater breadth and depth of knowledge and expertise and are better placed to support the clients and communities we serve. Creating a truly inclusive working environment is the responsibility of every member of our team. We openly welcome all candidates and their unique contributions irrespective of age, colour, disability (physical or mental), education, ethnic origin, gender, gender identity or expression, nationality, marital or family status (including pregnancy or parental status), race, religion or belief, sex, sexual orientation, veteran status or by any other range of human difference brought about by identity and experience.

Research shows that women and members of other under-represented groups may not apply to jobs when they believe they may not meet every qualification. If you are enthusiastic about this opportunity, and feel you have something to offer, we encourage you to apply.

We will ensure that reasonable adjustments or accommodations are made at each stage in our hiring process for individuals with disabilities. If you require an accommodation or adjustment, please contact the HR team on HR@mountstreet.com or +44 (0) 20 7659 7051.