

## JOB DESCRIPTION

### SENIOR REPORTING ACCOUNTANT

*(REAL ESTATE AND FUND ADMINISTRATION DEPARTMENT)*

The Real Estate and Fund Administration department has an expanding client base providing fund administration and accounting services to a variety of structures predominantly in the real estate sector.

#### Overall responsibilities

Reporting to the Partners you will be responsible for overseeing the preparation of complex statutory accounts and providing technical support and quality control reviews for the fund accountants and administrators within the department.

You will need to be familiar with the latest technical developments in accounting standards both under UK GAAP and international standards and be prepared to liaise with clients and fund auditors to ensure that all financial statements produced are fully compliant with all aspects of the latest standards.

#### Specific Responsibilities

- Oversee and coordinate the preparation and review of complex financial statements covered by a number of different accounting standards.
- Liaise with auditors to ensure the timely sign off of audited financial statements in line with client and regulatory requirements.
- Conduct reviews of management accounts and other financial reports to ensure the maintenance of quality standards.
- Manage and develop client relationships with fund promoters and other professionals.

#### Person Specification

- Possess comprehensive and up to date technical financial reporting knowledge.
- Possess good communication skills together with having the maturity to liaise professionally and confidently with clients, intermediaries and colleagues throughout the Firm.
- Be well organised and efficient.
- Be diligent and have the ability to produce a high standard of work with the minimum of supervision and have the ability to meet deadlines when necessary.

#### Education/Professional Requirements

- Have attained a recognised professional accountancy qualification.
- Have good post qualification experience in a financial reporting and supervisory role.