



Job Description

Job title: Financial Controller

Department: Finance

Jurisdiction: Jersey

Purpose of the role

Working within the Jersey Finance department, this role will be responsible for maintaining the day to day integrity of ledgers, managing the month end closing activities and assisting the Group Financial Controllers for a number of in-house entities.

Key Responsibilities

The role incorporates a broad range of accounting duties including:

- Maintaining day to day integrity of the office ledgers, procedures and controls.
- Routine month end closing activities, including inter-company balance and balance sheet reconciliations.
- Providing assistance to the Group Financial Controller in producing accurate and timely monthly, quarterly and annual financial statements / reports.
- Maintaining the group's finance policies and procedures, incorporating both accounting policies and internal procedural controls.
- Assisting with the preparations of annual financial statements, tax returns and required regulatory returns.
- Assisting with internal and external audit queries and requests from Group Finance and Group auditors.
- Develop strong relationships with the wider Group Finance function to ensure identification and consistent use of best practice.
- Proactive identification, implementation and adoption of system and process to enhance client service, and drive efficiency.
- Carry out all aspects of role in accordance with relevant policies, procedures and controls.

Competencies

- Newly qualified accountant (preferably a financial accounting focused qualification eg ACA, ACCA)
- Proficient in Microsoft Excel and competent with other Microsoft Office suite and financial packages
- Demonstrated high degree of numeracy and analytical thinking
- Highly diligent and organised approach to work
- 'Can do' and very positive attitude with a client service mentality; approachable
- Ability to multi-task
- Good interpersonal skills and effective communicator (verbal and written)
- Ability to problem solve and select the most appropriate course of action
- Ability to work effectively in a team and use own initiative
- Possess effective time management skills and the ability to prioritise conflicting demands

Contact

To apply for this role please send your CV to ogierlegalrecruitment@ogier.com

Regulatory information can be found at ogier.com