

Baker McKenzie.

POSITION DESCRIPTION

Accounting Specialist

Position Title	Accounting Specialist
Department	Global Finance - BMI BV
Position Type	Full Time - Permanent

Role Summary

We are looking for an Accounts Specialist to join our highly regarded team at Baker McKenzie Global Services, Belfast.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in process improvements and working for a law firm.

The successful candidate will manage on a day to day basis the accounting for all inter firm invoicing and payment transactions processed via Baker & McKenzie International BV (BMI BV) and Fairmont International BV (FI BV)

This encompasses interfirm (IF) billing, interfirm loans and global capital contributions. It also includes being responsible for the preparation of monthly VAT returns and Balance Sheet/P&L reconciliation files for the above legal entities.

The Firm

Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, few other firms can claim to be so multi-national.

And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal services to the Firm's clients around the world, and business and administrative services to our many offices and practice groups.

Responsibilities

- On a monthly basis manage the preparation of a workbook which provides a reconciliation of all balance sheet accounts and a review of P&L accounts. Ensure any reconciling items are followed up and resolved in the following month.
- Be responsible for the maintenance of invoice templates (SO10) and tax codes in SAP.
- Review and approve all IF settlements for payment by the Treasury Group. This involves staying up to date on certain tax changes in MF jurisdictions which impacts payments made.
- Prepare monthly VAT returns and annual EU VAT returns and submit these to the relevant Tax Authority when approved by the Manager. This will involve staying up to date on VAT requirements for IF billing purposes and filing obligations plus dealing with local VAT lawyers to respond to issues raised by Tax Authorities.

- Ensure that bank accounts that relate to Inter Firm settlements are kept up to date at all times in SAP. This will also involve allocating open AR/AP invoices against payments received/paid and ensuring that the balance in the Cash In Transit account 1094 is kept to a minimum and that this account balances to zero globally.
- On a monthly basis prepare a local and global AR/AP reconciliation. Ensure any differences are investigated and solved or communicated to the SAP team in Chicago for them to resolve.
- On a monthly basis reconcile all capital accounts globally.
- Be the "Go To Person" for all process questions relating to Inter Firm Irrecoverable Taxes and ensure that all bookings relating to these taxes are properly recorded and reconciled to underlying schedules each month.
- Prepare and organize the collection of Inter Firm Balance Confirmation Sheets from all member firms which are required each year for the annual audit.
- Cross train in the tasks of the Accounting Analyst and Intercompany Accountant and act as a replacement for these individuals when they are not in the office.
- Assist the Manager and Senior Manager on other tasks as required.

Job Holder Requirements

Essential Criteria:

- Relevant undergraduate degree with 2.1 classification or above.
- 2+ years experience within a finance role in a professional services environment.
- Experience of using an accounting package (In depth knowledge of SAP a plus and an affinity and curiosity as to how accounting packages work and can be best used)
- Good knowledge of Microsoft Office, in particular Microsoft Excel
- Strong accounting skills and an ability to crystalize problems and offer solutions.

Technical & Personal Skills:

- Broad knowledge of Finance practices
- International experience including working for a multi-national and cross-cultural exposure preferred
- Excellent communication skills, both written and verbal
- A motivated and driven individual
- Close attention to detail
- Ability to work effectively both independently, remotely and within a team environment
- Commitment to perform responsibilities within high professional and ethical standards.
- Drive and ambition to learn and to be part of a team
- A self-starter and is not reluctant to ask questions or suggest improvements
- Can prioritise; able to work well under pressure and multi-task to meet targets and tight deadlines.
- Enthusiastic, pro-active and flexible approach
- Initial International travel will be required

Baker & McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker & McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.

The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.