

# Baker McKenzie.

## POSITION DESCRIPTION

### Statutory Reporting & Analysis Manager

<b>Position Title</b>	Statutory Reporting & Analysis Manager
<b>Department</b>	Global Finance
<b>Position Type</b>	Permanent - Full Time

#### Role Summary

We are looking for a Statutory Reporting & Analysis Manager to join our highly regarded team at Baker McKenzie, Belfast.

The purpose of the position is to:

- Support the statutory billing, accounting and reporting requirements of the Member Firm structure as it relates to the Service agreements.
- Develop and implement tools and processes to ensure accurate processing of global costs for statutory reporting and billing purposes.
- Develop and implement tools and processes to ensure the accurate statutory accounting for business events in special purpose and global entities.
- Liaise with other Global Finance teams on monthly processing and accounting issues.
- Liaise with GIS on system issue resolution.
- Provide leadership and training for staff.
- Coordination and supervision of projects and tasks for the staff in different time zones.

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

#### 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, no other law firm 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.

#### Responsibilities

**Responsibilities include:**

- Manage the accounting and allocation of global/regional costs for statutory reporting purposes.
- Manage the preparation of financial statements and maintain accurate books and records for special purpose and global entities.

- Liaise with Global Budgets group and other Global Finance groups on accounting issues and train on accounting changes driven by statutory needs.
- Manage the modelling process for statutory P&L and service fee amounts due from Member Firms.
- Consult with Member Firm finance personnel to resolve accounting issues and to identify documentation needs.
- Manage preparation of the final year-end statutory P&L results for Member Firms.
- Establish accounting for transactions that require different treatment for statutory purpose and oversee training and implementation.
- Manage preparation of reporting and documentation to support Service Fees (global/regional costs) billed to Member Firms.
- Recruiting, Supervision and development of staff in a different location.

### Job Holder Requirements

#### Essential Criteria:

- Relevant undergraduate degree (2:1 classification or above preferred)
- Qualified accountant (ACCA, ACA or equivalent)
- 6-10 years experience in a corporate financial management or professional services environment; law firm experience a plus
- Knowledge of financial systems (SAP preferred), and business applications and languages (Excel, Access, SQL)
- 2-3 years supervisory experience

#### Personal & Technical Skills:

- Understanding management reporting, statutory reporting and interfirm billing processes.
- Very Strong understanding of general accounting principles.
- Strong leadership and project management skills
- Flexibility with regards to changing priorities.
- Time management and organizational skills
- Excellent written and oral communication skills.
- Strong analytical skills.
- Ability to work independently with supervisor and staff in a different location.

*Baker McKenzie 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.*