

Job Profile – Financial Reporting & Compliance Accountant

PART 1 – CANDIDATE PROFILE

You are a recently qualified Accountant or part qualified Accountant looking to complete your studies and seeking a challenging role in a growing international company. Ideally you will already have experience in reporting, accounting controls and compliances.

You are a thorough individual with very high standards for the quality of your work and meticulous in your documentation. You can be both pro-active, spotting trends in numbers and seeing patterns develop and seek answers, and re-active to respond rapidly and thoroughly to emerging issues/problems. You challenge numbers to uphold data integrity and explain what you understand is going on in the business. You are a logical thinker with an eye for continuous improvement. You have an appetite for hard work and are ambitious to learn, grow and develop

You are a clear communicator, able to engage with colleagues across the Group in the UK, Continental Europe and the USA. You are a “completer-finisher”. You have the work ethic to meet tight deadlines whilst retaining a committed approach to accuracy and awareness of risk you understand that this will at times require working beyond your standard hours in order to get the job done.

You will be able to think on your feet and be driven by change, able to prioritise issues within a dynamic environment, have the ability to see emerging problems and have confidence to suggest rational resolutions an idea.

You will also be a highly motivated individual with personality, you take pride in adding value to the wider team and strive for success with modesty and integrity.

You will be able to be based in Merthyr Tydfil (where the Group’s finance department and Phase I unit, Simbec Research, and its central laboratory Seirian Laboratories are located).

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PART 2 – QUALIFICATION, EXPERIENCE, AND COMPETENCY

QUALIFICATION		
Required	Desired	Measured
Strong "A" level results		Certificate
	BA/BSc degree	Certificate
ACCA / CIMA Part - Qualified		Certificate
	ACCA / CIMA /ACA	Certificate
EXPERIENCE		
Required	Desired	Measured
Accounting experience within a finance team of an SME. During which time you have done internal and external reporting, including managing stakeholders		CV & Interview Via Reference checks
	Experience within a Financial Reporting role	CV & Interview
Experience preparing or assisting with VAT returns over multiple reporting periods		CV & Interview Reference checks
	Experience with international VAT	CV & Interview
Experience with intercompany transactions and reconciliations over multiple accounting periods		CV & Interview Via Reference checks
	Experience of working within a transformational environment.	CV & Interview
COMPETENCE		
Required	Desired	Measured
Excellent Excel skills (V and H Look ups, pivots, IF statements)		Interview
English language as a first language or fully fluent and confident and effective communicating with people whose first language is not English.		Interview
Good communication skills, written, aural and oral		CV, Interview, and test
Good understanding of both sales and purchase ledger transactions		Interview
	Excellent data presentational skills (quality of formatting and use of tables and charts for illustration and comparison)	Interview, to include test
Ability to obtain information from a major ERP system		Interview
	Ability to obtain information from Microsoft NAV	Interview
Ability to use a business intelligence reporting tool		Interview
	Ability to use Jet Reports with Microsoft Dynamics	Interview

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PART 3 – JOB DESCRIPTION - JOB FUNCTION

JOB TITLE	Financial Reporting & Compliance Accountant
ROLE HOLDER	
DEPARTMENT	Financial Reporting & Compliance – Group Finance
DIVISION	Simbec-Orion Group
LOCATION	Merthyr Tydfil, UK
CONTRACT TYPE	Permanent Full time
TIER	Professional
REPORTING TO	Head of Financial Reporting and Compliance
DIRECT REPORTS	None
INDIRECT REPORTS	None

ROLE HOLDER		Date:
LINE MANAGER		Date:
NEXT REVIEW DATE		

JOB PURPOSE
<p>To work alongside the wider Group Finance Team, ensuring the Group's Financial Reporting is accurately completed on a timely basis; that the Group is compliant with reporting requirements in each of the countries in which it operates, including external audit, tax compliance and a variety of country specific requirements.</p> <p>To support the Head of Financial Reporting & Compliance Team in building and maintaining a rigorous financial control environment across the business, and in continuous process improvement, ensuring all Financial Reporting and Compliance activities are carried out with excellence, commitment and pride.</p>

Principal Duties
1. Support the Head of Financial Reporting and Compliance with month end accounting entries, ledger close, analysis, reconciliations and cost centre reporting.
2. Manage the Intercompany process, developing and maintaining a control around intercompany transaction as well as accurately processing transactions and reconciling balances.
3. Complete and submit Group's VAT returns, including all subsidiaries. Manage the end to end process from completion to payment
4. Assist the Head of Financial Reporting and Compliance with the preparation of the Group's Statutory Accounts, includes subsidiaries and the audit thereof. Preparing audit files and collating supporting documentation
5. Own and maintain the Group's compliance timetable
6. Assist with the development of a Financial Procedures Manual, and Work Instructions for all Group Finance processes
7. Project duties as required to assist with the set up and continued improvement of the Financial Reporting and Compliance function.

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PART 4 – BACKGROUND TO SIMBEC-ORION

Simbec-Orion Group Limited (“Simbec-Orion” or the “Group”) was created in June 2014 by the merger of Simbec Research Limited (“Simbec”) and Orion Clinical Services Limited (“Orion”).

As a result of the merger, Simbec-Orion is today a full service CRO covering first in human Phase I clinical studies through to pivotal Phase III studies and Phase IV post marketing studies.

Simbec-Orion supports its clients with our own in-house full service central laboratories (known as Seirian Laboratories) pharmacovigilance, data management and statistics, IMP management/pharmacy, medical management.

We have expertise in all drug types, dosage forms and delivery mechanisms and in later stage development and a series of core therapeutic disciplines:

- oncology,
- rare & orphan diseases,
- respiratory disorders,
- dermatology,
- infectious disease & vaccines, and
- translational medicine.

We operate internationally serving clients anywhere in the world with physical operations in the United Kingdom, France, Germany, Italy, Spain, Czech Republic, Poland, Australia, South Africa and the United States of America. We have a combined staff approaching 300 people with the greatest concentrations in the UK and France.

It is our objective to become widely recognised as being a significant international full service CRO known for its excellence both across its range of services and in its therapeutic disciplines. We compete effectively against many of our larger competitors by offering a broader range of services and with greater depth of knowledge in our chosen therapeutic areas.

Given the background of a number of our senior leadership team, we think with the same focus as our clients - as drug developers and not simply as outsource service providers. Our goal is to meet their actual needs and not simply execute a study.