

Job Title	Financial Accountant (Expense Reporting)
Job reference	ACC004
Department/Team	Finance
Location	Isle of Man
Contract Type	6-Month FTC

## Our History

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to ex-patriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, UK, Ireland, Malaysia, Dubai, Chile and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

## The role

We are currently recruiting for a **Financial Accountant** to work within the Finance department, and specifically the Financial Reporting workstream. The Financial Reporting workstream is responsible for the accurate and timely production of financial information including, statutory reporting, regulatory reporting, tax reporting, management reporting (including expense reporting, management accounts and board reporting), as well as being central to audit activity for the group. As part of the finance function the Financial Reporting workstream also plays a significant role in respect of the financial control framework and risk management.

This role may be asked to support all activity within the Financial Reporting workstream but would be specifically focussed on expense reporting. The role requires a professional accounting qualification and will require a knowledge of audit processes and practices as it will be a key point of contact for the Group's external auditors.

The successful candidate will be self-motivated, versatile and a team player. The role will require an involvement in a number of processing and reporting activities, either supporting senior members of the team or taking the lead on activity, as required. An ability to work within a busy and varied Finance team and to provide support at a variety of levels is essential.



## Main areas of responsibility

- Be a key player in the Group's monthly accounting processes, including the timely preparation of management accounts and management reporting, including control aspects such as reconciliations and reviews.
- Support the Group's audit processes. This would include liaising with auditors, dealing with audit queries and contributing to the timely completion of the audit.
- Support the Group's statutory, regulatory and tax reporting processes, taking the lead on specific pieces of work as directed.
- Contribute to the continual improvement and development of the financial control processes to ensure the highest standards are maintained and that changes in legal and regulatory requirements are appropriately included into processes.
- Preparation and submission of VAT & Tax reporting supporting multiple jurisdictions.
- Provide support and assistance to the wider finance team.

## Our Values and Behavioural Competencies

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect**, **Integrity**, **Quality** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.



## Personal and Professional requirements

	Essential or Desirable	Method of Assessment
<b>Skills and Experience</b>		
Newly or part-Qualified Accountant (ACCA, ACA or equivalent) with relevant industry experience	Essential	CV/ Interview
3 years plus experience in a finance function, with a specific focus on expense reporting.	Essential	CV/ Interview
Experience of statutory audits and able to take the lead on the audit of expenses and related items	Desirable	CV/ Interview
Experience of working within a financial reporting environment, including working to deadlines and preparing internal and external reporting.	Essential	CV/ Interview
Experience of Budgeting & Forecasting	Essential	CV/ Interview
Experience of VAT & Tax reporting across different jurisdictions	Desirable	CV/Interview
Ability to manage and prioritise own workload in a fast paced and challenging environment	Essential	Interview
Self-motivated with the ability to communicate effectively at all levels	Essential	Interview
Be able to work as part of a team, as well as the ability to work independently	Essential	Interview
<b>System Knowledge</b>		
Competent in Microsoft applications, in particular Excel, Word, Outlook	Essential	CV/ Interview
Experience with SUN accounts or, other similar accounting packages	Essential	CV/ Interview
Experience of Life Assurance administration systems	Desirable	CV/ Interview
Knowledge of SharePoint	Desirable	CV/ Interview

