

<b>Job title:</b> Finance Associate	<b>Reports to:</b> Finance Manager
<b>Division:</b> Finance	<b>Contract:</b> Permanent, full-time
<b>Role purpose:</b> To assist with AFME’s day to day accounting including but not limited to, month end reporting, annual audit, day to day payments to vendors, internal reporting, budgeting and forecasting, monthly reconciliations and system improvement.	

Key accountabilities	Key activities / Decision areas
Day to day accounting	<ul style="list-style-type: none"> <li>• Ad hoc reports to internal users as requested</li> <li>• Responding to all internal and external queries within 24 hours</li> <li>• Inputting day to day payments</li> </ul>
Monthly accounting	<ul style="list-style-type: none"> <li>• Perform varied analysis activities that require evaluation, originality and ingenuity in solving problems or making decisions</li> <li>• Preparing month end journals, liaising with Hong Kong and US associations for intercompany transactions/loans and other general month end transactions</li> <li>• Assist with preparation of monthly reporting packages that provide a thorough insight into the key areas of the business to help management make more informed decisions</li> <li>• Working with finance team to reconcile balance sheet accounts</li> <li>• Working with AFME internal stakeholders for forecasting</li> </ul>
Quarterly accounting	<ul style="list-style-type: none"> <li>• Assist with preparing papers for committees/board</li> <li>• Contribute to preparation and reconciliation of European/UK VAT filings with various EU Vat authorities</li> <li>• Balance sheet reconciliation/audit prep</li> <li>• Preparing P&amp;L / balance sheet analysis</li> </ul>
Annual accounting	<ul style="list-style-type: none"> <li>• Contribute to yearly audits for AFME, including preparation of audit requirements and reconciling various accounts</li> <li>• Budgeting and forecasting</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Develop a broad understanding of the work carried out AFME to help them with financial strategy and growth</li> <li>• Regular interaction with AFME management and staff and business support (banks, auditors, tax advisors, VAT advisors)</li> <li>• Participate in initiatives to improve processes and create efficiencies</li> <li>• Ad Hoc analysis as required by the business/board</li> </ul>

Main contacts (external and internal)		
Contact group	Frequency	Purpose
<ul style="list-style-type: none"> <li>• Finance team</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure accounting transactions are appropriately identified and coded and any issues are promptly resolved.</li> </ul>

<ul style="list-style-type: none"> <li>• AFME</li> <li>• Internal staff</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly</li> <li>• Ad-hoc</li> </ul>	<ul style="list-style-type: none"> <li>• Provide regular updates and any ad-hoc reporting on AFME's financials.</li> <li>• Various internal reporting as staff require.</li> </ul>
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**Person specification**

**Key competencies**

**Essential:**

- Bachelor's Degree in accounting/finance or
- Part qualified ACCA/CIMA/CA with at least 1-2 years' work experience.

**Desirable:**

- Big 4 accounting firm work experience;
- First time passer of exams.

**Knowledge skills and experience**

**Essential:**

- Ability to work remotely with US finance team;
- Strong analytical skills and detail orientated;
- Excellent communication skills;
- Strong desire for system improvement;
- Advanced PC skills specifically excel;
- Self-starter who can work effectively with minimal supervision;
- Able to multitask and work to deadlines;
- Knowledge of accounting software and reporting tools.

**Desirable:**

- Knowledge of macros in excel.

If you would like to apply for this position, please submit your CV and Cover Letter to [careers@afme.eu](mailto:careers@afme.eu). A full job description can be found in the AFME website.

**About us**

The Association for Financial Markets in Europe (AFME) advocates for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society.

AFME is the voice of all Europe's wholesale financial markets, providing expertise across a broad range of regulatory and capital markets issues. We advocate for deep and integrated European capital markets which serve the needs of companies and investors, supporting economic growth and benefitting society. We aim to act as a bridge between market participants and policy makers across Europe, drawing on our strong and long-standing relationships, our technical knowledge and fact-based work. For more information please visit the AFME website, [www.afme.eu](http://www.afme.eu) or follow us on Twitter: [@AFME\\_EU](https://twitter.com/AFME_EU)