

<b>Job title:</b> Finance associate	<b>Reports to:</b> Interim Finance Manager
<b>Division:</b> Finance	
<p><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.</p>	

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>• Approve day to day payments and manage cashflow</li> </ul>
Monthly accounting	<ul style="list-style-type: none"> <li>• Reconciling balance sheet accounts</li> <li>• Perform varied analysis activities that require evaluation, originality and ingenuity in solving problems or making decisions</li> <li>• Preparing month end journals including working with AFME HR for payroll, liaising with Hong Kong and US associations for intercompany transactions/loans and other general month end transactions</li> <li>• Prepare 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 AFME internal stakeholders for forecasting</li> </ul>
Quarterly accounting	<ul style="list-style-type: none"> <li>• Preparing papers for committees/board</li> <li>• Preparation and reconciliation of European/UK VAT filings with various EU Vat authorities</li> <li>• Balance sheet reviews/audit prep</li> </ul>
Annual accounting	<ul style="list-style-type: none"> <li>• Be a strong contributor for the co-ordination of the yearly audits for AFME, including preparation of audit schedules and reconciling full trial balance</li> <li>• Preparation of annual budgeting including liaising with internal stakeholder to collate information</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 (preparing 3-year strategy plans)</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>• System implementation (build transparent reporting and dashboards for non-accounting staff including training)</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>SIFMA 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 SMT</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>	<ul style="list-style-type: none"> <li>Provide regular updates and any ad-hoc reporting on AFME's financials and long term strategy.</li> </ul>
<ul style="list-style-type: none"> <li>AFME Audit &amp; Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>Provide audited financials, budgets and forecasts for decision making.</li> </ul>
<ul style="list-style-type: none"> <li>Internal staff</li> </ul>	<ul style="list-style-type: none"> <li>Ad-hoc</li> </ul>	<ul style="list-style-type: none"> <li>Various internal reporting as staff require.</li> </ul>

Person specification
<p><b>Key competencies</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in accounting/finance;</li> <li>Part qualified ACCA/CIMA/CA with at least 2 years' work experience.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Big 4 accounting firm work experience;</li> <li>First time passer of exams</li> </ul> <p><b>Knowledge skills and experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Strong analytical skills and detail orientated;</li> <li>Excellent communication skills;</li> <li>Strong desire for system improvement;</li> <li>Comfortable communicating with senior management or high-level executives;</li> <li>Advanced PC skills, specifically excel, and adaptable with learning new systems;</li> <li>Self-starter who can work effectively with minimal supervision;</li> <li>Able to multitask and work to deadlines;</li> <li>Knowledge of accounting software and reporting tools.</li> <li>Ability to work remotely with US finance team;</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Knowledge of macros in excel.</li> </ul> <p>If you would like to apply for this position, please submit your CV and Cover Letter to <a href="mailto:careers@afme.eu">careers@afme.eu</a>. A full job description can be found in the AFME website.</p>

### **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)