

Job title: Financial Controller	Reports to: Chief of Staff
Division: Finance	
<p>Role purpose: A diverse role with responsibility for AFME’s accounting and financial reporting across our London, Brussels and Frankfurt offices. The successful candidate will be responsible for all aspects of AFME’s finances, including day to day payments, month end reporting, annual audit, financial analysis and reporting to internal users as well as budgeting and forecasting. The role will require an experienced Financial Controller who can work collaboratively using their own initiative to implement operational improvements, including with respect to the finance team structure. As an integral part of the business they will have the ability to influence business strategy whilst building a strong network of contacts both internal and external, including liaison with our banks, auditors and advisors.</p>	

Key accountabilities	Key activities / Decision areas
Accounting and financial reporting	<ul style="list-style-type: none"> • Approve day to day payments and manage cashflow strategies • Manage a team (of currently 3) to ensure all internal and external queries are responded on a timely basis • Review and approve month end journals. Liaise with other departments within the organisation (UK and abroad) for various month end transactions • Manage full balance sheet reconciliations • Lead the annual audits, including preparation of audit schedules and reconciling full trial balance. Acting as principle point of contact for the Auditors • Manage the annual UK/Germany/Belgium Corporate tax and VAT filings with the assistance of regional advisors • Prepare timely management reports and perform financial analysis to aid and inform senior management on decision making • Work with internal stakeholders for forecasting and proactively work with management on real time strategies • Manage the full budgeting process • Prepare ad hoc reports for internal users as requested
Other	<ul style="list-style-type: none"> • Coach and support the development of more junior members of the finance team • Develop a broad understanding of the work carried out by AFME to help with our financial strategy (preparing 3-year strategy plans) and lead finance change projects • Work collaboratively with other areas of the business both internally and externally (banks, auditors, tax advisors, VAT advisors)

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

<ul style="list-style-type: none"> • AFME SMT • AFME Audit & Finance Committee • Internal staff 	<ul style="list-style-type: none"> • Weekly • Quarterly • Ad-hoc 	<ul style="list-style-type: none"> • Provide regular updates and any ad-hoc reporting on AFME's financials and long term strategy. • Provide audited financials, budgets and forecasts for decision making. • Various internal reporting as staff require.
--	---	---

Person specification

Key competencies

Essential:

- Educated to a degree level;
- Qualified Accountant (ACA, ACCA or CIMA) with 3-4 years' post qualifying experience;

Knowledge skills and experience

Essential:

- Strong analytical skills and high attention to detail;
- Strong team management and coaching skills;
- Excellent communication skills;
- Proven experience of leading systems and process improvements;
- Strong stakeholder management experience, building and strengthening relationships within the business at all levels;
- Advanced PC skills, specifically excel, and adaptable with new systems;
- Hands-on and pro-active self-starter who can work effectively with minimal supervision;
- Able to multitask and work to tight 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. 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 or follow us on Twitter: [@AFME_EU](https://twitter.com/AFME_EU)