

<b>Published Role Title</b>	Head of External Reporting (SYS-32339)
<b>Type of Role</b>	Perm
<b>Location</b>	Street, Somerset

### Job Description

**Purpose and contribution of job:**

Manage the delivery of Annual Report, Audit and Accounts for the Board and coordinate and support all Group Statutory reporting for subsidiaries in house and via external outsourcing. Oversee the monthly consolidation for distribution to internal and external stakeholders. Drive compliance and maintenance of the Group accounting manual across the regions working to resolve any judgements and disputes. Lead the Audit Committee update papers and implementation of new financial reporting standards across the Group.

**Dimensions:**

People – 1 direct report being the Finance Systems manager along with responsibility for added temporary resource at year end and half year too.

Functional overhead budget £0k – but Auditor fee influence is significant along with oversight of the outsourced accounts preparation. Total costs oversight c £1m.

Impact the job has on the business: Compliance with Group policies and external filing of accounts avoiding fines and protecting reputation. Significant impact on accuracy and compliance with FRS 102 of external-facing financial reporting and oversight of internal reporting consistency

**Accountabilities:**

Lead the delivery of annual Group Report and Accounts and the statutory accounts for every group legal entity to ensure that the process satisfies the requirements of all internal and external parties and deadlines (Audit Committee, Board, AGM, Companies House, regulatory authorities in relevant territories)

Manage relationship with external auditors to ensure aligned timescales, planning and objectives at HQ and around the regions. Ensure costs and resources are held to budget levels.

Recommend improvements to accounting policies and technical standards to drive improvement to current and future ways of working in line with agreed outcomes.

Provide technical accounting expertise to the CFO, Group Finance Director, Commercial Finance, Group Director of Tax and Finance Director of SSC to ensure good understanding when reporting and making decisions.

Be proactive in considering the impact on the group of new accounting standards and facilitate a planned implementation to meet reporting deadlines at Group level and in the regions.

Drive compliance of the Group Accounting Manual across the regions with maintenance processes to ensure all chapters are up to date and relevant. Lead the annual roll out to the finance teams.

Lead the Finance Systems team to help drive improved systems, processes and reporting for the finance team so driving efficiency and overhead reduction targets.

Perform month end Group management consolidations using signed off actuals from the SSC and provide a balanced set of actuals to the FP&A team on a timely basis for their reporting processes.

Develop the system, process and visibility around foreign exchange impacts impacting the Group throughout the year to avoid errors and late minute surprises.

Review, develop and improve on the control's framework ensuring control weaknesses are identified and improvements deployed.

Deliver all other external reporting as required (national stats, turnover certificates etc)

Ad-hoc project work as directed by the Group Finance director or the finance transformation team.

**Knowledge, Skills and Experience:**

Professionally qualified accountant preferably ACA (Chartered) but could be ACCA (Certified) or ACMA (Management) and with relevant and in-depth accounting experience. Around 5 years of post-qualified experience would best fit the needs of the role.

Significant experience of financial accounting in practice and ideally in an international commercial organisation, managing audits, preparing group accounts. A good knowledge of tax would be beneficial.

A good fit for the Clarks Culture with a positive approach

Ability to produce a full set of Group consolidated report and accounts to expected levels of technical competence and stand up to scrutiny from external auditors

Ability to apply technical knowledge to "every-day" issues.

Good knowledge of finance structure; both commercially and from a legal/statutory angle

Ability to apply sound judgment to accounting situations/questions

Strong understanding of SAP Financials and associated reporting structures and hierarchies

Strong leadership skills to influence across all finance teams and sometimes non-finance teams. A strong character is required to ensure cross company compliance.

Experienced at dealing with dealing with challenging environment and potential conflicts to drive cross-group compliance.  
Highest standards of accuracy and precision; highly organised  
Strong analytical skills and commercial acumen  
Good accuracy & attention to detail regarding problem solving  
Experience at communicating and working with Senior Management and Board representation.  
A well organised, structured and attention to detail method of working.