

Management Accountant, London

Job Description



Who We Are



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

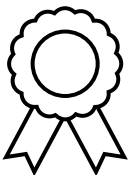
We know what it comes down to - how responsibly we conduct our business is a direct reflection of how responsible we are as people. In other words, only responsible people can run a business responsibly. We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Management Accountant, London

Based in our London office, this role will sit in the Reporting and Analysis team. There are c.67 employees in the Finance team based across London, Cheltenham, and Hong Kong, and it is divided into four key areas:

- Reporting and Analysis (including Management Accounts, Business Intelligence, Financial Control and Business Partnering teams)
- Financial Systems
- Cash Operations; and
- Revenue, Pricing and Credit Control

The role will focus primarily on the UK reporting requirements of the global CRS group. Reporting into the Financial Accounting Manager and working with Management Accounts team, the Management Accountant will also work very closely the wider Reporting and Analysis team. The role forms a key part of the Finance function's support of the UK offices. Forming relationships with other parts of Finance and Heads of Business Resource departments will be a key part of the role. The candidate will have the opportunity to be involved in a wide range of activities, contributing to the team's reporting strategy and will be expected to take ownership of a number of tasks, particularly in relation to the monthly management accounts and annual budget process.

Role and Responsibilities (this is a broad but not exhaustive list)

- Responsible for the production of UK monthly management accounts, including P&Ls, balance sheet and cash flows and supporting reports such as variance analysis to required deadlines
- Assisting in the month-end and year-end close process in order to ensure timely production of management accounts. This includes understanding monthly processes being used in the firm's management accounts software, xCelerate
- Responsible for production of headcount and other KPI reports looking for variances to budget and investigating any issues
- Responsible for preparation of balance sheet reconciliations including intercompany, accounts payable, bank loans, other debtors/creditors and PAYE and following up with any issues identified
- Liaising with the Accounts Payable team with respect to expenses, invoice postings and balance sheet reconciliations
- Responsible for preparation and maintenance of UK accruals and prepayments
- Assisting in the maintenance of the fixed asset register
- Review of monthly overhead expenditure reports and variance analysis looking for variances and following up with business support owners to investigate any issues and understand consequences on overheads budgets
- Supporting other members of the reporting and analysis team with various tasks

- Responsible for the completion of the UK overheads budget and assisting in the preparation of other areas of the annual budget, including the use of the budgeting tool within xCelerate
- Assisting with the annual audit process
- Assisting with ad-hoc projects and reporting as and when they may arise
- Understanding the 3e general ledger setups and assisting with maintenance of those
- Assisting with the management of the management accounts software, xCelerate including overhead allocation methodology
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Qualifications and Experience

- Part or fully qualified accountant ACCA / CIMA / ACA
- A confident accountant with the understanding of multicurrency bookkeeping and statutory requirements
- Understanding of the need for accuracy, timeliness and consistency
- Have the ability to work well under pressure and within tight deadlines
- Demonstrable capability of identifying process improvements and ensuring appropriate changes made to deliver efficiencies
- Previous experience of working in the legal sector would be advantageous
- Have a confident approach and ability to communicate clearly with non-finance staff
- IT savvy and computer literate with a good working knowledge of Excel
- Some knowledge of CRM systems (preferably InterAction)
- Experience of 3e and xCelerate or similar systems would be an advantage
- Minimum of 3 years experience

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

If you have any queries, please contact

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