

Role Profile - Senior Reconciliation Accountant

Role Levelling

P4

Purpose		Key Relationships
<p>To investigate and oversee the end-to-end Goods Received Not Invoiced (GRNI) process for both Co-op Group and Local supplies, ensuring the backlog of unmatched errors is investigated and cleared, and to review and implement best in class procedures and process going forward.</p> <p>To ensure the overall accuracy of these accounts in line with accounting standards and compliance with statutory reporting requirements.</p>		<p>Management Executive team, finance and transaction services colleagues, trading management, auditors, professional advisers, banks</p>
Key Accountabilities	Measures of Success	Experience/ Qualifications Required
<ul style="list-style-type: none"> Financial controls & governance / framework Lead the investigation into the local supply GRNI backlog, clarifying reasons for discrepancies and solving for the future with process improvements. Backlog consists of aged debit balances that need review and solving. Lead the reconciliation review and improvement project for Group purchases and GRNI, including resolving issues that have arisen due to recent supply issues Key role in ensuring Local and Group purchases GRNI balance sheet reconciliation process is best in class. Lead interim external audit review of GRNI findings and liaise with external auditors & other advisors as required Internal subject matter expert on accounting policies, support period end close in relation to entries required for GRNI Monitor compliance with the Society financial controls and accounting policies Support in ensuring the Society's balance sheet accurately reflects all assets and liabilities through the balance sheet reconciliation review process 	<ul style="list-style-type: none"> Meet all statutory regulatory requirements Delivery of clean year end audit GRNI backlog solved and cleared with larger balances solved by August and trivial items by October. GRNI daily / weekly / periodical processes reviewed, streamlined, and improvements implemented 	<ul style="list-style-type: none"> Qualified Accountant with a minimum of 3 years post qualification experience Proficient in statutory reporting at subsidiary and group accounts levels Experience of consolidating group accounts Able to demonstrate a track record of improvement Ability to work collaboratively with senior colleagues Excellent communication skills, both verbal and written Proven track record of investigation and process improvement