

Job Title:	Group Accounting and Consolidation Manager
Job Level (GJC):	M7
Reports To (Job Title):	Director of Accounting and Control
Job Function:	Finance
Job Family:	Accounting and Control
Career Stream:	Finance
Division or Group Function:	Group
Country and Location:	Oxford

Job Purpose – in brief

- Lead the consolidation process for Group Trading Operations and the Delegates' Property and Reserve Fund (DPRF) for management accounts, year-end, planning and budgeting including the preparation of the annual Group Financial Statements at 31 March and the University Inclusion pack at 31 July in accordance with UK GAAP (FRS 102)
- Provide technical accounting advice and recommendations based on UK GAAP to support OUP Group Accounting Policies

Key Accountabilities & Relationships – what I need to do and who I need to engage

- Ensure accurate and timely completion of consolidated results in Tagetik
- Manage the preparation of the Group consolidated financial statements for Trading Ops and the DPRF for the March year end and the University inclusion pack for July year end
- Act as a key contact for the external auditors including addressing queries on financial statements
- Manage the UK and overseas subsidiary statutory accounts process to ensure filing deadlines are met.
- Provide technical accounting advice on topics including revenue recognition, deals, projects and business restructuring
- Revise and improve group accounting policies to reflect the business and amendments in UK GAAP (and consider other major countries accounting rules i.e. IFRS if required)
- Liaise with Group Tax and Group Treasury teams on internal trading and hedge accounting
- Prepare papers for ExCo, Finance Committee and Audit Committee
- Ad-hoc consolidation reporting and analysis – Produce ad-hoc reports and analyses on a timely basis and to appropriate levels of accuracy, to meet specific requirements identified by the Group Financial Controller or Group Finance Director.

Success Measures – how I succeed

- Seamless year end audit and financial accounts sign-off
- Clear and accurate advisory on technical and accounting items
- Demonstrable thought leadership on Group Finance needs

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Knowledge, Skills & Attributes – what I need to know		
	Essential	Desirable
Finance or Accountancy qualification	X	
Technical knowledge of UK GAAP/FRS 102 and IFRS	X	
Experience of consolidation accounting and working in a multi-site global organization	X	
Experience of leading change		X
Good communicator, both written and verbal, with people of all levels	X	
Systems experience of Office, ERP and other management information systems including consolidation tools (e.g. Tagetik/ Hyperion/ Cognos)	X	
Behaviours – how I show up Leader, Technical accounting competent Engaging and insightful Responsive		
Resources – what is available to me Group Sales – c. £850m Group SfT – c. £110m Group Finance budget - £1.6m		
Organisational Structure – where my job sits <i>Only include if the job has direct reports. If so, include direct line manager, this job and its immediate direct reports only.</i>		

<div><div>Group Financial Controller</div><div>Group Accounting and Consolidation Manager</div><div><div>Group Consolidation Analyst</div><div>Group Consolidation Analyst</div></div></div>			
Document Management			
Drafted by	Mike Radford	Date	11/8
HR BP review by		Date	
Reward evaluation by		Date	