



POSITION PROFILE

Group
Financial
Accountant



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Inspired to make a positive change to the facilities management industry, Willie and Susan Haughey set up the business in 1985. Their new enterprise was founded on collaboration and transparency. A ground-breaking approach took City Facilities Management from its humble beginnings to building long-term partnerships with leading retailers all over the world, with significant operations in North America and Australia in particular, and group turnover in excess of £1bn.

Under this innovative model, each partner receives a unique strategy, shaped by the needs of their business and implemented by a bespoke, self-delivered model that provides an unparalleled commitment to safety, quality and value.

As one of the world's largest privately owned FM companies, City has accumulated a wealth of experience serving a variety of sectors -- healthcare, leisure and hospitality, retail, distribution and logistics, petrol forecourts, commercial property and construction. At the same time, it has also relentlessly focused on developing and shaping the future of FM, harnessing the power of innovation, technology and data to inform every step of its work. City's client base includes a range of supermarkets, high street retailers and other well known brands.

With consumer-focused people at the centre, City employs circa 7,000 highly qualified staff to deliver exceptional service, every time. All over the world, City helps improve every aspect of customers' lives--in supermarkets, offices and more. Equipped through frequent training opportunities, the company is constantly building on its workforce's skills and continuing to exceed expectations. It is through their outstanding delivery that City drives efficiency and assurance even in the face of rapid change.

Aimed at creating a better tomorrow, City FM is committed to being a net-zero carbon business by 2040. As active and engaged members of the Supply Chain Sustainability Council, the work has already begun.





An exciting opportunity has emerged following a retirement for an ambitious individual to join the company as a Group Financial Accountant. This role encompasses statutory reporting, tax compliance, and management accounting, along with the responsibility for testing key financial controls in accordance with the annual assurance plan.

The position offers regular interaction with the CFO and senior members of the finance team, making it highly visible both within the organization and externally. It is ideal for a qualified Chartered Accountant seeking their first move into industry or for someone already working in a similar role.

Joining the Group Finance team presents an excellent chance for a motivated, qualified accountant to become part of one of Scotland's most successful businesses.

Key duties include:

- Consolidating month-end management accounts for the multiple divisions across Group within the reporting timetable
- Prepare management accounts for the Holdings Company and Property Company, including calculating monthly accruals, pre-payments
- Consolidate budget information, received from each subsidiary
- Weekly cashflow management, reviewing against consolidated cash flow forecast
- General treasury management, assisting with monthly and quarterly bank reporting requirements
- Prepare statutory accounts for both the Holdings Company and the Group
- Liaise with all group companies in order to agree inter-company balances
- Liaise with subsidiaries and audit and tax firms to co-ordinate audit and tax timetable
- Act as point of contact for audit queries
- Provide information and trial balances to allow tax consultants to populate computations
- Complete group VAT return, liaising with HMRC for VAT inspections
- Conduct P&L reviews
- Maintain fixed asset register
- Produce P11Ds and accounts for Charitable Trust
- Produce travel reports for group entities



This role combines financial reporting, management accounting, tax compliance, requiring a candidate with strong technical and interpersonal skills. The ideal candidate will likely have experience in a large firm or business setting. Confidence, self-motivation, and effective communication with stakeholders across the business are essential qualities for this position.

The key candidate requirements for the position include:

- Degree educated with a track record of high academic achievement
- CA/ACCA qualified with a minimum of two years' post-qualification experience
- Relevant experience with statutory reporting
- Relevant experience in the development and testing of financial controls
- Strong interpersonal skills, especially when interfacing with senior management
- Self-motivated and capable of developing the current role over time
- Creative thinker with excellent problem solving and analytical abilities
- High level of accuracy and attention to detail
- Proficient user of Microsoft packages, particularly Excel





Salary:	£Competitive
Company Pension:	5% employee contribution, 5% employer contribution
Holiday Entitlement:	33 Days
Additional:	Access to One City, our online communication, benefit and recognition platform including exclusive Pure Gym discounts! Monthly colleagues entitled to 4x their salary for Death In Service Company paid health cash plan that allows enrolled colleagues to claim back on a variety of health treatments (includes sports and aromatherapy massages) Colleagues can be eligible for PMI with differing levels of cover depending on their role



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The Recruitment Process

- Initial stage interviews will be with our retained advisors, Rutherford Cross
- Second stage and final stage interviews will involve meeting the CFO and a member of the Group Finance Team
- Applications should be sent to Jonathan Donnelly at Rutherford Cross: jonathandonnelly@rutherfordcross.com