



BRIGHTSPHERE

Investment Group

Position Description

Position Title: Head Office Accounting Manager
Department: Finance
Reports To (Functional Title): Assistant Controller, AVP
Date: July 2019

BASIC PURPOSE/FUNCTION:

The Head Office Accounting Manager will primarily be responsible for overseeing the monthly compilation and preparation of both Company head office cost center and consolidated subsidiary financial data, balance sheet and income statement preparation, including balance sheet reconciliations, shared based payment calculations and variance analysis of head office cost center expenses, supporting the Assistant Controller in review of consolidation adjustments and reconciling key consolidated accounts and balances, (including investments in subsidiaries, intercompany accounts and eliminations) and assisting in the oversight of certain work performed by the Senior Financial Accountant and the Senior Financial Reporting Accountant.

The role also involves teaming with various groups throughout the organization, including the subsidiary management team, HR and external reporting, to review, analyze, and monitor subsidiary and head office results, including assisting subsidiary contacts with the resolution of accounting issues. . The Head Office Accounting Manager will be contribute to various processes for external distribution including financial reporting (preparation of financial statements and footnotes for GAAP, IFRS, various subsidiaries and other consolidated entities), audit requests and subsidiary requests on a quarterly and annual basis. The Head Office Accounting Manager will provide assistance with forecasting and the annual business planning processes at various times throughout the year. The role involves interaction with our subsidiaries through recurring monthly review of their submitted data and monthly meetings, assistance with year-end financial statement audit requests, as well as monitoring and addressing ad hoc requests.

PRIMARY DUTIES AND RESPONSIBILITIES:

	<u>% of Time</u>
1. Compile, prepare and review Head Office and consolidated financial data and key account consolidated account balances in connection with the month end close	45%
2. Support the quarterly and annual external financial reporting process through preparation of financial statements and various disclosures, serving as a key audit contact and other ad-hoc requests	15%
3. Review Affiliate monthly data submissions for completeness and accuracy	15%
4. Assist in the management and maintenance of forecast and business planning data, including preparing data templates and review of Affiliate submissions	15%
5. Assist with ad-hoc accounting and analysis projects in relation to the	10%

business and its Affiliates

Total: 100%

The preceding Position Description has been designed to indicate the general nature and level of work performed by employees within this qualification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

BrightSphere Investment Group is a holding company for seven investment boutique firms. All investment advisory, mutual funds, and other products are managed and offered by BrightSphere Affiliate firms and not by BrightSphere.

BrightSphere is an equal opportunity employer. No employee or applicant shall be discriminated against on the basis of race, religion, color, sex, age, national origin, sexual orientation, genetic information, veteran status, disability, or any other category protected by law.

Position Title: Head Office Accounting Manager

EDUCATIONAL REQUIREMENTS:

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Associate or Technical Degree | <input type="checkbox"/> Doctorate Degree |
| <input checked="" type="checkbox"/> Bachelor Degree: Accounting or Finance | <input checked="" type="checkbox"/> Certificate/License: CPA Preferred |

PRIOR WORK EXPERIENCE REQUIRED:

- | | |
|---|--|
| <input type="checkbox"/> Less than 1 Year | <input checked="" type="checkbox"/> 5 to 8 Years |
| <input type="checkbox"/> 1 to 3 Years | <input type="checkbox"/> 8 to 10 Years |
| <input type="checkbox"/> 3 to 5 Years | <input type="checkbox"/> 10 Years or More |

NECESSARY SKILL SET:

1. Proficiency with MS Excel, MS Word, and MS PowerPoint. Preference for experience in financial systems usage and/or maintenance, MS Excel-based financial reporting tools
2. Three to five years general ledger accounting experience is required; public accounting experience strongly preferred
3. CPA license required
4. Oracle financial application experience preferred
5. Experience with or working within a document controls framework preferred
6. Strong knowledge of and backgrounds in Accounting and Financial Reporting, US GAAP, and IFRS
7. The ability to work as part of a team as well as work autonomously, possessing willingness and the ability to collaborate with colleagues and work collectively to meet various deadlines and deliverables. The ability and ambition to grow professionally as part of this organization
8. Competent and articulate communicator, strong written and verbal communication skills, strong documentation skills, with experience collaborating with various personnel within and organization
9. Ability to present clear and concise financial results to team members

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