

Position Description

Position Title: Senior Financial Reporting Accountant
Department: Finance
Reports To (Functional Title): Assistant Controller
Date: July 2019

BASIC PURPOSE/FUNCTION:

The Senior Financial Reporting Accountant will primarily be responsible for compiling and preparing consolidated financial data for BSIG's management and public company reporting purposes, including Affiliate funds consolidation, and supporting the Assistant Controller and Head Office Accounting Manager in posting consolidation adjustments and reconciling key consolidated accounts and balances. The role involves collaborating with various groups throughout the organization, including the Talent, FP&A, Tax, Treasury, SOX and External Reporting teams, as well as accounting teams at each of our Affiliates through recurring monthly interaction and review of their submitted data, and assistance with forecasting and the annual business planning processes.

PRIMARY DUTIES AND RESPONSIBILITIES:

	<u>% of Time</u>
1. Compile and prepare consolidated financial data for management and public company reporting purposes	30%
2. Support the Assistant Controller and Head Office Accounting Manager with preparation, reconciliation and review of key consolidated account balances	30%
3. Review Affiliate monthly financial 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 other ad-hoc accounting and financial planning & analysis projects	10%

Total: 100%

Position Title: Senior Financial Reporting Accountant

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

NECESSARY SKILL SET:

1. Proficiency with MS Excel (advanced excel functions preferred), MS Word, MS PowerPoint. Preference for experience in financial systems usage and/or maintenance, MS Excel-based financial reporting tools
2. At least three years of general ledger accounting experience is required
3. Public accounting experience is required
4. Oracle financial application experience preferred
5. Experience with or working within a document controls framework preferred
6. Strong knowledge of and background in Accounting and Financial Reporting (US GAAP and IFRS)
7. Experience and willingness to tackle complex, technical accounting areas and transactions
8. Disciplined business professional with strong time-management skills, ability to work effectively as part of a team, as well as autonomously and the ambition to grow professionally as part of this organization
9. Competent and articulate communicator, strong written and verbal communication skills
10. Ability to present clear and concise financial results to team members

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.

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