



ROLE PROFILE

Job Title:	<u>Manager, Finance, Spain</u>	Location:	<u>Barcelona/ Spain</u>
Reports to:	<u>Finance Director, Operational Reporting, Continental Europe</u>	Division/Dept:	<u>Finance - Continental Europe</u>

Summary of the Role's Main Purpose

The Manager, Finance is responsible for overseeing the financial operations of the company, ensuring accurate financial reporting, compliance with regulations, and effective financial controls as well as ensuring a good and efficient business partnering collaboration with key stakeholders. This role involves managing accounting functions, preparing financial statements, analysing financial data, and leading the change in processes to optimize efficiency and accuracy. The Manager, Finance will also help on budgeting, forecasting, tax compliance, and liaising with external auditors and stakeholders to support the company's financial health and strategic goals.

Principle Accountabilities

Accounting & Admin Tasks:

- Financial Statement preparation and sign off
- Support/review the P&L and BS preparation and the disclosure of the FS with related tables of breakdown
- Coordinate the signature and overview on filling the FS in a timely manner
- Ensure Tax compliance related to:
 - VAT declarations and tax returns review, supporting the team as well as the tax consultants
 - Review the monthly/ quarterly taxes computation/payment (VAT/WHT/CIT, other)
 - Quarterly VAT communication
- Review/support on new system implementations in case of compliancy needs, supervising the local team and co-ordinating with IT service
- Review and support the collection and payment process for clients/ suppliers
- Support/review the TP documentation preparation in collaboration with external consultants
- Coordinate the local team/ external consultants regarding accounting/admin matters in accordance with local rules and regulations and Group policies
- Coordinate relationship with third parties such as Auditors, Banks, Local Statutory Auditor, Tax consultants, if necessary, on recurring matters
- Coordinate the relationship with a Property Manager and lead the process of service charge reconciliation.
- Ad hoc activities that might come up from time to time

Management Reporting Tasks:

- Coordinate the monthly closing activities delivering good quality P&L
- Review/sign off of monthly reconciliations
- Follow up on aged debt