

About TMF Group

TMF Group is a leading provider of critical administrative services, helping clients invest and operate safely around the world. Our 9,100 experts and 120 offices in 85 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

We have been present in Poland for over 20 years, helping our clients from offices in Warsaw and Katowice, where more than 700 people already work.

Katowice is also the location for our new structure - the **Regional Delivery Center**, whose task is to serve the European markets of our clients, companies from the Fortune 500 and FTSE 100 rankings. As part of the structures, we are looking for specialists in the field of international accounting & tax, human resources and payroll, and global entity management. We also build teams that will be responsible for handling international funds and supporting internal financial processes of the TMF Group

GL Subject Matter Expert

Job purpose

This Accounting Team will manage a complex portfolio of clients and will constantly develop working relationships with existing clients, prospects and external advisers.

Key Responsibilities

- Be a Subject Matter Expert for GL / R2R / Financial Reporting related topics
- Provide support to the manager of a team responsible for preparing Balance Sheet and P&L reconciliations, with the aim of ensuring the high quality and reliability of accounting records prepared by other TMF teams, and resolution of open items. Assess BS healthiness and surface risks to be addressed
- Provide a set of financial information related with P&L and Balance Sheet during the monthly cycle to ensure accurate and timely postings of financial transactions, in order to deliver a timely period end close. Activities include (but are not limited to) research & analysis of entries, preparation & review of journals, etc.
- Review the work prepared by other Team members to ensure that the activities are performed as expected

- Perform in timely and accurate manner general accounting tasks including but not limited to process journal entries, calculation of accruals, posting and process allocations
- Work with the other TMF teams to ensure activities carried out are correct and assist in resolving queries and or issues; manage period end close. Review the documentation for certain month-end control process, ensuring full compliance with pre-defined requirements. Support control remediation where required
- Produce routine analyses, schedules and summaries for internal & external customers
- Prepare audit deliverables as required
- Engage with key finance and non-finance stakeholders as required and manage these relationships
- Contribute to and lead automation, standardization and improvements and drive these activities within the Team and with the Local Offices
- Comply with accounting standards, policies and procedures
- Support, follow-up and escalation of identified issues
- Understand, monitor and take proper action regarding KPIs
- Responsible for process documentation (including creation and updates as required)
- Perform other related duties as assigned

Key requirements

- Proven experience in a multi-country, multiple legal entity environment
- Previous experience in BPO/SSC/Centralized delivery model will be advantage
- **At least 5 years of experience in general ledger accounting/Record-to-Report and P2P area**
- Previous experience in leading teams considered as additional asset
- Good knowledge of accounting, GAAP, corporate practices; IFRS knowledge will be an asset
- MS Office literacy; Workday Financials or other ERP systems as beneficial
- Good English language skills (written and spoken)
- University degree preferable in Accounting, Finance or Economics as beneficial
- Proactive and engaged attitude
- Strong analytical and problem-solving skills with attention to details
- Continuous improvement mindset and process orientation and a solution orientated work approach
- Demonstrated ability to identify and resolve conflict in an effective and timely manner

Working at TMF Group offers

- Convenient central location of the office
- Stable employment
- Flexi-time and remote working
- An international and dynamic environment
- Private medical care
- Life insurance
- Co-financing for the Multikafeteria program (e.g. Multisport card)
- Access to a language platform with 13 different languages to learn
- Exceptional people and atmosphere
- Christmas and occasional gifts
- Co-financing of holidays (social fund)
- Opportunity to take part in charity projects

*** Please note, we'll contact selected Candidates only**