

# PHILLIPS

## POSITION DESCRIPTION

<b>JOB TITLE: GROUP CONSOLIDATION MANAGER</b>	<b>DEPARTMENT: FINANCE</b>
<b>REPORTS TO: FINANCE DIRECTOR</b>	<b>LOCATION: NEW YORK\LONDON</b>
<b>POSITION TYPE: FULL-TIME, EXEMPT</b>	<b>EFFECTIVE DATE: ASAP</b>

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### **PRIMARY FUNCTION**

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The Group Consolidation Manager will manage the international audit, intercompany, and balance sheet function for Phillips, ensuring the accurate and timely application of local GAAP (US, UK, HK and Switzerland) as well as the consolidation on group level according to UK GAAP.

The position requires an experienced, collaborative accounting professional with the background and interpersonal skills necessary to influence and manage an effective team. Attention to detail, superior organizational and project management skills, and exceptional communication skills are key requirements for the role. Experience with global companies and complex organizational structures are required.

This position is based in New York\London and reports to the Finance Director.

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### **DUTIES AND RESPONSIBILITIES**

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- Provide dynamic leadership to the accounting team in the US and to individual staff members in other locations, supervising and managing the Company's audit and, intercompany activities
- Develop and maintain accounting policies and procedures, implementing and standardizing optimal accounting practices across the business.
- Maintain the accuracy of intercompany loans\related party balances and transactions across the group.
- Oversee and manage group wide Transfer pricing study
- Prepare and post the annual management charges across the group.
- Ensure key balance sheet accounts are reconciled timely and accurately.
- Plan, organize and coordinate the year-end close process with internal stakeholders and external auditors.
- Ensure successful completion of the company's tax filings in conjunction with the Director of Payroll and Tax.
- Prepare monthly group financial statements, including cash flow statements.
- Provide technical accounting direction to staff.
- Hire, manage, train and retain accounting staff, managing current team of 3 Accountants and 3 Accounts Payable Specialist.
- Provide dotted line management to Director of Payroll and Tax.
- Ensure that the month-end close checklist is completed.
- Assist senior management with ad-hoc tasks.

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### **PROFESSIONAL SKILLS AND ATTRIBUTES**

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- Strong communication, organizational, technology and leadership skills.
- Strong business acumen, with ability to devise operational processes to support business strategy
- Experience of coaching / supporting of subordinates in day to day management responsibilities, creating and driving necessary changes and coaching others to embrace the relevant changes
- Ability to make sound business decisions in a timely manner
- Ability to effectively and efficiently manage multiple tasks, prioritize and adjust as needs change
- Ability to work to strict deadlines and in high pressure situations
- Ability to communicate effectively with a wide variety of people and build successful relationships with key stakeholders

This position description is not intended to be an exhaustive list of duties, but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

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## EDUCATION, TRAINING AND EXPERIENCE

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- At least 5 years of relevant experience, including previous management responsibility.
- Comprehensive knowledge of generally accepted accounting principles (GAAP). Those with public accounting experience have an advantage.
- Bachelor's degree in Accounting required
- Certified Public Accountant (CPA) or equivalent required

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## WORKING CONDITIONS

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- Work is primarily performed at 432 Park Ave New York office\ 30 Berkeley Square London Office
- Ability to travel to other Phillips locations as needed
- **New York applicants:** Newly hired staff in New York must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.

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