

Job Title: Finance Analyst – Fixed Assets and Reporting

Role Purpose (position scope)
<ul style="list-style-type: none"> • The Finance Analyst is a key role within the Draken Finance team. It has responsibility for the consolidated fixed and intangible asset reporting for all UK companies, ensuring the accurate accounting and reporting of assets across the Group, as well as ensuring appropriate accounting for all leases under IFRS 16. • It also has responsibility for the consolidated capital expenditure budget for all UK companies bringing together the requirements of all contracts and support functions. • The role delivers monthly management reporting for all fixed and intangible assets, along with ROU assets and lease liabilities. • The role also supports with the monthly management accounts preparation and year end external audit, being deputy for the Group Accounting Manager.

Line Manager	Dotted Line	Direct Reports	Dotted Line
Group Accounting Manager	None	None	-

Key Responsibilities
<p>Fixed Assets</p> <ul style="list-style-type: none"> • Responsible for end-to-end accounting of fixed and intangible assets across the Group • Primary owner of capital expenditure budget/forecast for all UK companies, preparing a consolidated view • Regular check ins and updates to capital forecast capturing changes in events across the group to ensure that cash flow forecasting remains accurate • Ensure correct accounting treatment of capital assets, including assignment of appropriate useful life, correct category allocation and processing all additions and disposals • Maintain Fixed Asset Register, ensuring all relevant information captured, and reconcile monthly to the trial balance • Run monthly depreciation and ensure all backdated depreciation and accelerated depreciation correctly calculated along with recharging depreciation to contracts where relevant • Monthly reconciliation of Assets Under Construction (AUC), including challenging appropriateness of capital items and depreciation start dates • Prepare monthly PPE and intangible stat notes at entity and group level that reconcile to the balance sheet • Review nil net book value assets annually for disposal • Secure storage of all fixed and intangible asset documentation in an organised manner <p>IFRS 16</p> <ul style="list-style-type: none"> • Responsible for end-to-end accounting of leases under IFRS16 across the Group • Maintain lease schedule for all leased assets – including aircraft, buildings and EV cars • Review leases for modifications and appropriately account for changes in lease length, value, etc. • Calculate monthly US GAAP adjustment (ASC842) (not a pre-requisite) • Review and recalculate IBR when appropriate, applying relevant rates to modifications and new leases • Ensure all leases across the business are appropriately accounted for, working closely with departments to identify new leases that may not immediately be considered

Reporting

- Provide month end support to the Group Accounting Manager with internal and external reporting, including management accounts preparation, US GAAP reporting assistance and reconciliations between reporting files
- Complete relevant balance sheet reconciliations and review reconciliations performed by other members of the finance team, challenging outstanding items and ensuring appropriate audit support and resolutions are documented
- Other ad hoc financial analysis and support to the wider Finance team as required

Audit

- Support with external audit queries in relation to fixed and intangible assets, IFRS 16 leases and any other reporting queries where able
- Organise audit logistics in regard to audit team access, room bookings and audit portal maintenance

People

- Collaborate and work with the wider Finance team as well as other functions and operational colleagues, to support continuous improvement processes across the business (with a particular focus on Finance) and challenge the status quo, seeking efficiencies as part of a team effort at both functional and operational levels

General/Projects

- Consistently and openly demonstrate a commitment to the Draken values, ensuring that Health and Safety remains the top priority
- Understand and act in accordance with all company policies, procedures and regulations
- Any other duties that are reasonably requested by management within the capability of the incumbent

Core Competencies

- ACCA / CIMA / ACA qualified or part-qualified with demonstrable accounting experience (particularly in IFRS 16, IAS 16 and IAS 38) and strong intellectual curiosity
- Commercially-minded with excellent Microsoft Excel and analytical skills
- Ability to work unsupervised, with the drive to understand complex, multi-faceted scenarios from a financial perspective
- Prepared to work flexibly to achieve deadlines and multi-task, re-adjusting priorities and delivering accordingly, demonstrating a strong teamwork ethic
- Strong interpersonal skills with the ability to work with and provide support to the senior leadership team, applying healthy and vigorous challenge where appropriate
- Able to build excellent working relationships with customers and colleagues alike
- Able to present and communicate financial information to both Finance and non-Finance colleagues

Key Measures

- Timely and accurate accounting of all fixed and intangible assets and leases
- Improved management information flow regarding capital spend across the group
- Effective working relationships with key stakeholders, including senior leadership team and external parties
- Seamless external audit process and on time delivery of month end reporting

Job Holder: _____ Signed: _____

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Manager: _____ Signed: _____

Date: _____