

## JOB DESCRIPTION

### Finance Placement (Shared Service Centre)



**Company name:** BDO

**Job Title:** Finance Placement (Shared Service Centre)

**Reports to:** Finance Manager

#### Role Overview

BDO London provides a breadth of services across audit, accounting, tax and advisory. Whether our client's plans and needs are domestic or international, we have the capability to help them. Our teams work with a wide range of clients from private individuals to large corporates including international, listed and not-for profit entities. We are a profitable, dynamic and forward-looking firm with a reputation for quality.

On placement, you'll be challenged and supported in equal measure. There are four hub teams within Shared Services; Tax Hub, Accounts Hub, Client On-boarding Hub and Audit Hub. You will be allocated to one of the four teams with an additional secondary role within one of the other teams.

#### Role Duties

- Tax Hub Complete personal and corporate tax returns on behalf of regional client facing tax teams.
- Accounts Hub Complete Annual Statutory Accounts and disclosures for audit and non-audit clients.
- Client On-boarding Hub Conduct research, due diligence and identity checks on individuals and entities to validate potential clients as fit and proper to conduct business with.
- Audit Support Hub Support regional client facing audit teams with multiple aspects of the annual audit process (including audit set up, data analysis, report generation etc).

#### Qualifications

- Studying a relevant finance degree.
- Strong working knowledge of MS Office.
- Excellent communication skills, both written and spoken.
- Organised with the ability to prioritise and complete tasks with limited supervision.
- Ability to work well in a team environment.
- A confident, flexible and articulate approach.
- Experience of audit, tax or finance would be advantageous.

*This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.*