

Financial Controller Real Estate Associate – Finance and Controls - London

Goldman Sachs is leading global investment banking, securities and investment management firm that provides a wide range of services worldwide to a substantial and diversified client base that includes corporations, financial institutions, governments and high net-worth individuals.

Corporate Services and Real Estate

The goal of Corporate Services and Real Estate (CSRE) is to deliver a world class workplace to the people of Goldman Sachs. CSRE consists of two primary business functions:

- Business Services delivers quality, cost effective support to internal clients throughout Goldman Sachs. Its three business units are Hospitality, Travel and Document Management.
- Real Estate plans, develops, builds and operates Goldman Sachs facilities in over 60 cities in 23 countries around the world. Its two business units are: Strategy, comprising Planning and Transactions; and Operations, comprising Capital Projects and Building Operations.

These businesses are supported by the CSRE Finance team, which includes the disciplines of financial accounting and reporting, operations finance, procurement and contracts management and business planning; and the CSRE Administration and Communications team, which is responsible for organizational development and internal and client communications.

Finance and Controls supports all aspects of financial and management reporting (including cash, capital, P&L, audit and compliance) for CSRE. This role supports the Real Estate Business providing financial support to all Real Estate departmental managers (incl Building Operations, Capital Projects, Transactions and Planning) within Corporate Services. The role involves extensive interaction with the business managers on a daily basis from both a strategic and operational viewpoint including project and transactional work as well as management and financial reporting. Occupancy costs form a significant proportion of the firm's expense base and the management reporting of these to local and global senior management is a key component of the position (including planning, forecasting and benchmarking).

Principal Responsibilities

- Provide proactive financial advice and analysis to senior management, managers of Real Estate departments, Regional Building managers, and internal support departments. Understand their businesses and act as a partner rather than an audit and reporting function;
- Responsibility for the budgeting/forecasting of the Occupancy costs of all offices ex London in EMEA
- Responsibility for timely and accurate reporting and analysis of Occupancy costs for all offices ex London in EMEA
- Administer and continuously challenge cost distribution methodologies

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- Assistance with oversight of purchasing and payables process, particularly facilitating key vendors being paid within contractual terms.
- Assistance with Project Accounting, including monitoring the control process around PO's, Contingency and Management reserve.
- Running the financial close out process for Capital Projects including Capital Allowance Reporting & review. Ensure any change orders/new purchase requests are actioned by the analyst for completeness of reporting;
- Continuously develop improved and efficient reporting and accounting systems whilst challenging existing assumptions and processes
- Work with clients (front office and other support divisions) to answer queries about financial issues and improve reporting procedures as necessary;
- Provide a particular point of liaison with the heads of Corporate Services in the Continental European offices, supplying monthly financial summaries, providing ad hoc financial support and analysis and ensuring that the Financial Controls team are meeting their needs;
- Co-ordinate with the Financial Controls teams in overseas offices to share best practice and work together on global initiatives;
- Ensure smooth transition of GS process to off shore locations where relevant, providing on-going support and training to colleagues in those locations to ensure successful transition.
- Act as a control point for Occupancy Balance sheet reconciliations (completed at FDC) to ensure they are checked for accuracy and any discrepancies are actioned & escalated as necessary;
- Work on ad hoc projects as directed by the Head of Financial Controls

Experience / Skills

- Ability to grasp complex issues quickly, interpret information and communicate financial issues and analysis to non-financial staff (often in different geographical locations);
- Strong ability to relate to people at all levels, winning their respect and building good relationships;
- Commitment to delivering high quality client service;
- Confidence to quickly manipulate large volumes of data to produce valuable information;
- Ability to select the most appropriate data source for each task;
- Strong attention to detail;
- Strong project management skills with an ability to work to tight deadlines;
- Strong skills with MS office products (particularly Excel) and a desire to learn new systems;
- Ability to organise own time and work independently, without close supervision.

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- Experience of managing projects and the complexities of management reporting in a large organisation would be helpful;
- Experience of working in a team and building interpersonal relationships is essential
- Past Finalist or newly qualified Accountant (CIMA or ACCA or equivalent) with 5+ years accounting experience in practice or commerce.