



## Director- Accounting & Shared Services – US

### Company Background

**INTO's Mission:** *Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.*

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, INTO has launched partnerships to internationalize universities in the US, UK and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, St Louis University, University of Alabama at Birmingham, Washington State University, Suffolk University and Hofstra University. Our Mission is underpinned by five core values: Purpose, Partnership, Performance, Passion and Pride. We seek employees who share these values in an organisation which has a diversity of talent specialisms and cultures.

Our website <http://www.into-corporate.com/> has details of how we are organized and our outstanding achievements so far.

### Reporting line

The Director- Accounting and Shared services - US reports to the Vice President Accounting and Shared services (based in the UK head office).

### Job purpose

This is a senior role leading the North America Accounting and shared service team including all aspects of financial control, accounting, tax, treasury and statutory reporting for the US region. The Director- Accounting and Shared services - US is a pivotal position with regular exposure to Management Board, Executive Team and the Shareholder Board Audit and Finance Committees.

This role leads the North American North America Accounting and shared service team of INTO delivering timely and accurate financial reporting, treasury capability, risk management and tax compliance for the region. The post has overall ownership for all external, internal financial reporting including audits and continued development of internal governance and control framework.

The role currently has two direct reports comprising Senior Manager- Accounting and Shared services - US, Senior Finance Manager - Payroll. Overall the Director- Accounting and Shared services - US is responsible for a growing team – 14 currently and anticipated to grow to between 16 and 20.

### Key accountabilities and duties

This is a valued role in a dynamic and growing organization therefore accountabilities and duties of the position may change and develop over time, but will include the following:

- Ownership and development of regional accounting operations including financial policies, processes and controls to improve internal governance and control framework
- Ownership and continued refinement of accurate and timely regional month end close process
- Ensuring revenues are billed in line with contracts



- Lead regional year-end & audit process and be the key point of contact with external auditors ensuring clean audit opinions and an efficient audit process
- Management of the regions banking and insurance relationships
- Oversight of regional treasury processes for cash & liquidity management, forex, investment and intergroup debt management
- Lead tax compliance for the region managing tax advisers and specialists as necessary and ensuring processes comply with tax regulations
- Leadership of regional transactional and technical accounting shared services teams and centralized payroll function, motivating the teams to deliver efficient processes, leveraging automation and standardization to deliver excellent transactional accounting services to the business
- Financial regional lead on various large scale transformational accounting and finance projects.

## Location

This position is based at INTO North America's headquarters in downtown San Diego.

## Qualifications and Experience

### Essential:

- Eligibility to work within the US
- CPA with significant post-qualified experience.
- Excellent command of written and spoken English.
- Proven ability to work as a senior manager with a variety of functional responsibilities
- Strong analytical and presentation skills, including the ability quickly to grasp the "big picture" and exhibit judgment in drawing conclusions and solving problems.
- Experience of working in a corporate environment undergoing significant change or growth of the underlying business.
- Strong organizational skills and ability to successfully manage multiple tasks simultaneously, working under pressure and to tight deadlines.
- Ability to interact effectively and to influence across all levels of management.
- Good team player with an ability to operate in a collaborative manner across business units and functions.
- Ability to remain open-minded and change opinions on the basis of new information.
- High levels of IT skills (Financial Systems, Excel and Word).
- Leadership and line management experience
- Experience of working in a customer focused environment.
- Experience of dealing with challenging customers and stakeholders.
- Committed and responsible for promoting and safeguarding the welfare of children and young adults.

### Desirable:

- Previous experience of managing Tax, Treasury and Payroll functions
- Experience of Financial Force or similar online accounting platforms.
- Experience of acquisitions and managing finance integrations
- Business Process Improvement experience

## How to apply

To be considered for this position, please follow the link below and submit your cover letter and resume:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=49432&lang=en\\_US&source=CC2&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=784f8d56-cd0b-4d3e-a1ac-d483f8f0a37e&jobId=49432&lang=en_US&source=CC2&cclid=19000101_000001)

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Application Deadline: February 5, 2019

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. INTO University Partnerships complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.

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