**BARCLAYS STANDARD ROLE PROFILE**

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| **Role Profile ID** | Head of Legal Entity Corp |
| **Job Title** | Director |
| **Job Grade** | B7 |
| **Job Family – Sub Job Family** | Finance & Accounting – Operations Management |
| **Business Area** | Accounting & Reporting, Reconciliations |
| **Name of Current Job Holder** | NA |
| **Reports To** | Head of Financial Reporting Shared Services, Chennai |
| **Number of Direct Reports** | 3-4 direct reports with overall team size of 20+ |
| **SAP Position ID Number** | NA |
| **SAP Organisation Unit Number** | NA |
| **Controlled Function AND For Which Company Registered (if role requires FSA Approved Persons registration)** | NA |

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| **Overall Job Purpose** | The Financial Reporting Team (Shared Services) is within the Barclays finance function and is primarily responsible for the control over and preparation of Barclays Group statutory reporting disclosures. It ensures integrity of financial information by implementing consistent and effective controls throughout the department and partners closely with the business areas and central reporting functions to deliver improved shareholder value.  The Head of US Legal Entity Control is responsible for the US statutory and regulatory reporting production for the BGUS legal entities. This includes reporting and disclosure under USGAAP as well as reporting to US regulators as required within the scope of the role.  Main responsibilities of the job include:   * Reviewing the US statutory disclosures produced by the team. * Perform analytical reviews. * Ensuring that reporting is compliant with USGAAP and other local US reporting requirements. * Review of quarterly reporting package prior to internal submission to external statutory and regulatory facing staff based in New York. * Dealing with ad hoc queries from management, analysts, internal Finance management reviews, and auditors. * Ad hoc projects, such as reporting and process reviews and systems development. * Participation and contribution at the periodic letter of representation meeting. * Engage with other finance areas eg Financial Planning and Analysis, MIS, Financial Control and Product Control to ensure delivery of the above points.   Supervisory and development responsibility for the team focused on production and delivery to internal stakeholders responsible for face off to external regulators in the US.. |
| **Key Accountabilities** | **Key Responsibilities of Team**  The role is expected to supervise and lead the financial reporting team, which includes, but not restricted to   * Perform Monthend Financial close activities for BGUS group of legal entities within the scope of the role including raising of adjustments and Analytical review of balance sheet * Peform detailed PL review (ie margins, run rates, one-offs) * Issue investigation and resolution * Support and Supervise monthend accounts reconciliation process * Support and Supervise intercompany reconailitions and eliminations process * Support and Oversee Daily, weekly, monthly production of regulatory reports form US regulators as required. * Support and Supervise the production web forms for UK Group Reporting at quarter ends/year ends * Support business requests on deep dive requests * Support New product / new business impact assessment and providing recommendations * Maintain high standard of internal controls * Act as one stop – point of contact for entire staff responsible for face off to external regulators based in the US. * Ensure all the teams reporting responsibilities internal and external are met. |
| Person Specification  (Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience. Note: experience not to be time-bound) | Qualifications /Education:  Essential:   * University degree or equivalent * Qualified accountant   Preferred:   * Project Management, MBA , CPA, CMA   Knowledge and Experience:  Essential:   * Experience and Management in a globally recognized organization * Experience of managing a medium to large Financial Reporting Team before at an investment Bank (in excess of 15 employees) * Working with a Global remit and being able to demonstrate strong and successful stakeholder engagement. * Keen analytical skills . * A strong control awareness, including an understanding of the key controls required in an investment bank. * Experience in managing within a global matrix organization   Preferred:   * Experience of accounting and statutory reporting in an investment bank. * Good working knowledge of USGAAP. * Exposure to reporting to US Regulators * Strong Excel skills. * Direct experience of location strategy   Candidate Profile:   * Strong interpersonal and team-working skills and the ability to communicate at all levels. * The ability to work in a pressured environment and cope with the demands of working to tight deadlines. * Ability to manage multiple deliverables and realign resources across the team to accommodate delivery pressures. |

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| Date of Completion of Role Profile  (month and year) | November 2012 |
| Name of Role Profile Content Creator  (person with this version electronically) |  |

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| Agreed by  Line Manager (for Approved roles only) | Name Signature Date |
| Co-signed by  HR Business Partner (for Approved roles only) | Name Signature Date |