

ROLE: APPRENTICE**About Thomson Reuters**

Thomson Reuters is the world's leading provider of intelligent information for businesses and professionals, combining industry expertise with innovative technology to deliver critical information to leading decision makers, powered by the world's most trusted news organization. Headquartered in New York, Thomson Reuters posted revenue of USD 12.3 billion for the year 2015 and has 60,000 employees in over 100 countries.

Thomson Reuters is divided into four global business units focused on professional customers in the specific industries as follows:

- Financial & Risk headed by President, David Craig
- Legal headed by President, Michael Suchsland
- Tax & Accounting headed by President, Brian Peccarelli
- Intellectual Property & Science headed by President, Vin Caraher
- Global Growth & Operations headed by President, Gonzalo Lissarrague

All Business Units are powered by Reuters News, led by Editor-in-Chief Steve Adler, and work with Reuters Media, headed by President Susan Taylor Martin.

Chief Accounting Office

Chief accounting office is a unit with experts and authority on accounting and reporting for Thomson Reuters.

We are organized around our various constituents:

- Controllers are aligned with business units and key enabling functions such as Technology and Editorial, supported by General Accounting Operations, to support the accounting and reporting requirements of our businesses;
- Corporate Accounting supports our corporate headquarters, with focus on complex accounting associated with our treasury and employee benefit group functions;
- Consolidations & External Reporting prepares financial information for investors, securities regulators and other constituents; and
- Transfer Pricing Accounting ensures that we comply with the requirements of taxing authorities around the world as we share technology platforms and content across our expanding global operations.

Just as our business is global, so is the reach of our accounting organization, located in Stamford, CT, Eagan, MN, London, Hyderabad and Bangalore, India, and other locations around the world. Our key functional responsibilities are

- We are responsible for financial reporting to internal and external constituents.
- We set accounting policy, maintain the accounting records, prepare financial statements and make accounting judgments.



- We partner with our business units and enterprise-wide constituents to support their accounting and reporting needs and to assess the accounting implications of their business transactions.
- We implement new accounting standards and regulatory requirements

Management context

Stephane Bello is the Chief Financial officer of Thomson Reuters; he joined legacy Thomson in 2001 as Senior Vice President and Treasurer. Linda Walker is the senior vice president and CAO reporting to Stephane responsible for setting accounting policy, maintaining the accounting records, preparing the financial statements and overseeing the controllership of our business units.

Assistant Controller

The jobholder supports the Business Unit Controller in all aspects of accounting for an entity or a group of entities, work with 3rd Party providers for statutory and tax reporting, yearend submissions and other accounting areas. The objective is to ensure compliance with Thomson Reuter's Accounting policies and Local Tax & GAAP requirements. The jobholder is expected to interact closely with various groups including but not limited to Business Units, General Accounting organization, Group Finance, Tax, Treasury, Internal Audit and 3rd party providers and to manage the relationship with our local statutory auditors.

DAY TO DAY RESPONSIBILITY:

- Either independent or support the Business Unit controller in relation to local statutory and tax compliance either for a Country or a group of Countries, by working closely with 3rd party service providers
- Work with various business partners either independently or supporting the Business Unit Controller to ensure legal entities are accurately, completely and timely accounted for in the enterprise systems, as well as to ensure good controls of underlying processes are in place
- Ensure the month end close in line with Thomson Reuter's global reporting timetable, reviewing to ensure that critical accounts are reconciled to underlying documentation, that transactions are coded accurately in line with Thomson Reuters and local accounting policies
- Analysis of all Balance Sheet and Cost accounts
- Liaise with auditors on Statutory & SOX audits
- Participate in regional balance sheet and cost reviews.
- In conjunction with the Tax Department completion of tax packs, booking of tax provisions and monitoring tax accounts movements
- In conjunction with the Transfer Pricing Department review the quarterly calculation for Group books and also perform the true up Calculation for local books
- Provide support as appropriate in any tax audits as agreed with the Tax Department either directly or through 3rd party providers

CAREER PATH: [WHAT NEXT?]

- Career Options would be available both Vertical and Horizontal



- The Job Holder could either move horizontally by taking on more complex activities or move to support another country or move Vertical to become a Business Unit Controller
- There would be varied career options available in also Finance teams and other General Accounting Process teams as well

CUSTOMERS:

INTERNAL:

- Controllership
- General Accounting
- Tax
- Finance

EXTERNAL:

- Outsourced Providers
- Local Statutory Auditors
- Group Statutory Auditors
- Sox Compliance Auditors
- Tax and other compliance authorities

EDUCATIONAL QUALIFICATION:

- **Accounting Graduates having core prior experience in the specific areas as mentioned below**

OVERALL YEARS OF EXPERIENCE:

Graduates- 3 to 4 years of core prior experience in the specific areas as mentioned below

PRIOR EXPERIENCE SHOULD BE IN THE SPECIFIC AREAS LIKE:

- Strong accounting background as well as a good understanding of accounting regulations, Accounting Standards



- Proven ability to form strong customer relationships, an understanding of customer focus and service delivery
- Awareness of tax & statutory requirements
- Efficient work ethics with proven ability to meet deadlines
- Clear and effective communication & interpersonal skills
- Drive & self motivation with the ability to work independently & deliver under pressure
- Adaptability, flexibility, and responsiveness
- Fluent English and speaking / writing

ANY SPECIFIC ORGANISATIONS YOU WOULD LIKE US TO TARGET:

- Audit firms
- Accountants from Mid- sized or Large Indian or MNC organizations who have done finalization of accounts

ANY ORGANISATIONS WHERE WE SHOULD NOT HIRE PEOPLE FROM:

Nothing in specific-

Note: Typical Shared services profiles will not always fit the requirements as they would not have finalized accounts or audits in most cases

INTERVIEW PATH:

HR Round

Interview with Manager/ Sr. Manager

Interview with AVP/VP

BAND FOR THE ROLE:

G

REPORTING TO:

Manager/ Assistant Manager

Thomson Reuters Values and Principles – www.thomsonreuters.com

At Thomson Reuters, we believe what we do matters. We are passionate about our work, and inspired by the impact it has on our business and our customers. As a team, we believe in winning as one – collaborating to reach shared goals, and developing through challenging and meaningful experiences. With over 55,000 colleagues in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance – and their own.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law. Thomson Reuters is an Equal Employment Opportunity / Affirmative Action Employer.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.

**BEHAVIORAL DESCRIPTORS FOR THE ROLE**

The Thomson Reuters Values articulate the core beliefs that guide our actions and decisions in fulfilling our purpose as an organization. The overall description of each Value is shown in italics below. The four bullet points provide specific examples of what to look for as you assess how a manager performs against each Value.

CUSTOMERS ARE THE HEART OF EVERYTHING

We believe...we revolve around the needs of our customers, and we value their success as much as our own. By thinking from the outside in and actively listening to our customers, we are better poised to anticipate their needs and drive innovation, delivering a brighter future for our customers and our company.

- Establishes long-term, value-creating relationships with internal and external customers and helps team to do the same
- Empowers team and removes barriers to maximizing value and satisfaction delivered to customers
- Uses a fact-based analysis of needs and value to identify new approaches or offerings
- Challenges team to think creatively about problems and find solutions that are valuable for both the customer and Thomson Reuters

BUSINESS IS GLOBAL

We believe...our business is now more global than ever, connecting our world in remarkable ways. Collaborating across boundaries, designing for scale, and sharing inspiration are essential elements of our global approach and broaden our perspective. In order to inspire each other, we must be inquisitive about the world around us and open ourselves to new thinking.

- Engages stakeholders to ensure requirements for global scale take account of local needs
- Stays informed of world events and seeks to understand how they affect his/her area and the larger organization
- Enables and encourages team to share ideas and resources with other groups to avoid duplication and to benefit the broader organization
- Displays active curiosity, open-mindedness and sensitivity to different cultures

PEOPLE MAKE THE DIFFERENCE

We believe...we seek talent from all sources, and take pride in our rich diversity. As the living embodiment of our brand, we have a responsibility to develop our talent every day. By recognizing the value of active participation in our organization, we empower our people to continually deliver intelligent information to our customers. People can, and do, make the difference.

- Attracts, develops and moves talent to build a strong and diverse team with complementary strengths
- Translates the strategy, vision and values into implications for individuals, and creates a sense of accountability
- Provides feedback and career development advice to help individuals identify and achieve their potential
- Promotes a work environment where on-the-job learning is encouraged and expected and individuals are allowed to learn from their mistakes

PERFORMANCE MATTERS

We believe...we strive to deliver high performance results to shareholders, an outcome to which we are all committed and for which we are all accountable. In order to succeed we must act boldly and be ambitious, with a bias for action and an aversion to useless bureaucracy. In this way, we ensure the delivery of our value proposition to all our stakeholders.

- Ensures achievement of goals through effective planning, resourcing and monitoring of progress
- Delivers exceptional results through others by delegating responsibility, setting clear expectations, and removing obstacles
- Holds self and others accountable to challenging objectives and the highest standards of performance and integrity
- Makes tough decisions and initiates action to improve business results and raise team performance

INTERSTED STUDENTS COULD SEND ACROSS THIER RESUME TO – PRIYANKA KONWAR AT priyanka.konwar@thomsonreuter.com