Job Description



JOB TITLE: Syndicate Accountant

GRADE: 4

REPORTING TO: TBC

LOCATION: London or Swansea

# ABOUT US:

ERS is the UK's largest specialist motor insurer with an A+ rating. Through Lloyd’s Syndicate 218 we work exclusively with motor insurance brokers to help get under the skin of the most difficult insurance risks, helping build products to meet their customer’s needs.

ERS recently announced the backing of Arcus, Lloyd’s Syndicate 1856, giving the firm the ability to write Specialty, Commercial and Reinsurance lines alongside the existing motor business within Syndicate 218.

THE ROLE:

To assist with the preparation, production, reconciliation and submission of the Syndicate Financial reporting to a high standard and on a timely basis which includes Quarterly Board packs, Lloyd’s Regulatory returns including Solvency II reporting.

KEY RESPONSIBILITIES:

Preparation of monthly Syndicate accounting and reporting which entails:

* Responsible for the preparation and reconciliation of technical journal entries relating to the Syndicate within documented deadlines.
* Responsible for the preparation of the monthly Syndicate P&L and balance sheet reconciliations.
* Assist with the production of monthly and quarterly Syndicate financial reporting in accordance with established time tables
* To develop a good understanding of dataflows and dependencies to support the population of the GL and financial reporting.
* Document and maintain adequate procedures and controls.
* Assist in the preparation of Lloyd’s returns including QMA, QMB and Solvency II reporting ensuring these are prepared in accordance with Lloyd’s Byelaws.
* Completing early drafts of reporting packs in good time to allow for several layers of internal/external reviews.
* Critically analysing the data in all Lloyd’s Returns prior to submission - by raising queries and incorporating appropriate responses within the accompanying commentary – so as to pre-empt questions from Lloyd’s and members’ agents.
* Monitoring all Lloyd’s bulletins and Q&As to identify changes required, ensuring these are incorporated in the Lloyd’s Returns.
* To liaise with external auditors providing appropriate information as required.
* Participation in continuous process improvements
* Carry out other reasonable tasks as required by line management

To assist with treasury related tasks, which entails:

* Monitoring the liquidity position of the Syndicate and improve the short-term cash flow forecasting.
* Maintenance of all Syndicate and Group bank accounts and mandates.

Embody and amplify the ERS values in all aspects of day to day activity ensuring that all interactions and engagements are carried out with the highest ethical and professional standards and that all work is accomplished with quality and in accordance with ERS values.

Carry out other reasonable tasks as required by line management.

*The above duties and responsibilities are not an exhaustive list and you may be required to undertake any other reasonable duties compatible with your experience and competencies. This description may be varied from time to time to reflect changing business requirements.*

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE

* Strong grasp of any major GAAP – International / UK / US
* Strong understanding of insurance accounting, including Lloyd’s reporting requirement
* Microsoft office applications – in particular advanced Excel, Word and Powerpoint.
* Cognos TM1 reporting tool.
* Part or fully qualified ACA/ACCA (or equivalent) accountant
* Lloyd’s Market experience
* Knowledge of Solvency II reporting requirements

DESIRABLE BEHAVIOURAL ATTRIBUTES

* Self-starter and able to work independently
* Problem-solver
* Critical-thinker in questioning veracity of figures to pre-empt questions
* Excellent communication skills

Name (PRINT): .…………………………………………………………………

Signature: …………………………………………………………………………

Date: …………………………………………………………………………………