Job Description



JOB TITLE: Syndicate Assistant Accountant

GRADE: 4

REPORTING TO: Syndicate Finance Manager

LOCATION: London or Swansea

**THE ROLE:**

Responsible for the preparation and reconciliation of technical and non-technical journal entries relating to the Syndicate 218 and 1856 within documented deadlines;

Support the Syndicate Financial Controller in maintaining the integrity of the Syndicate Finance general ledgers and overall control environment;

Assist in the timely and accurate preparation of Syndicate related financial information and communication to relevant stakeholders;

Support the improvement of front-end-to-back-end system reconciliations and contribute towards ad-hoc finance projects/initiatives.

**KEY RESPONSIBILITIES:**

* Primary monthly deliverables include:
	+ Timely preparation of monthly journal postings relating to premiums, acquisition costs, claims, reinsurance, operating expenses and cash/bank/investments with reference to earning patterns and ultimate premium/loss projections;
	+ Preparing monthly reconciliations of income statement and balance sheet accounts for both Syndicates for review by the Syndicate Finance Managers and Syndicate Financial Controller;
	+ Investigation and resolution of reconciling/aged items in a timely manner;
	+ Preparation of monthly journals for the consolidation of the syndicate results into the corporate member;
	+ Interrogation of ledger postings to ensure integrity of recorded data;
* Provide data in prescribed formats to internal stakeholders – actuarial, group and RI;
* Monitoring and communication of daily cash/bank balances;
* Assist with the investment and banking administration;
* Preparation of audit information and assist auditors with related queries as required;
* To develop a good understanding of dataflows and dependencies to support the population of the GL and financial reporting.
* Participation in continuous process improvements;
* Document and maintain adequate procedures and controls.
* Other ad-hoc general ledger and project-related tasks as necessary.
* 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.*

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 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: …………………………………………………………………………………