Job Description



JOB TITLE: Syndicate Finance Accountant

GRADE: 4

REPORTING TO: Syndicate Finance Manager

LOCATION: London

# **ABOUT US:**

ERS is the UK's largest specialist motor insurer with an A+ rating. We recognise that for some, motor insurance is more than just a must-have; it's a way of taking care of what stands at the heart of their passion or livelihood. For those people, standard insurance isn't enough. That's why 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.

**THE ROLE:**

Responsible for supporting the Syndicate Finance Manager and ensuring the timely, accurate preparation and presentation of Syndicate related financial information and communication to all relevant stakeholders

**KEY RESPONSIBILITIES:**

* Assist ownership and control the integrity and accuracy of the Syndicate general ledger across all line items
* Assist review and sign-off of GL entries, all monthly Syndicate balance sheet reconciliations performed by Swansea Finance Operations and Banking teams
* Manage the investment administration
* Liaise and contact for the external Syndicate audit working during statutory cycles
* Support proper financial controls are implemented and executed
* Assist preparation and presentation of monthly Syndicate Flash report
* Preparation of the monthly Syndicate Executive packs and quarterly Syndicate Board packs for Syndicate Financial Controller review
* Support, review and assist in the work performed by the Regulatory team and MI Business Planning in the production of all necessary regulatory returns and internal planning
* Provision of data in prescribed formats to the Group Reporting Team and others based on ad-hoc requests
* Support implement changes to core business finance processes where required
* Support the harmonisation of data between the Financial Ledger, Data warehouse and actuarial systems
* Adhoc tasks as required by the Syndicate Financial Controller
* 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 AND EXPERIENCE**

* ACA/ACCA/CIMA accountancy part-qualified or newly qualified with adequate post qualification work experience and excellent academic credentials
* Insurance experience a pre-requisite, especially Lloyd’s
* Strong grasp of UK Insurance GAAP
* Understanding of Lloyd’s syndicate accounting
* Lloyd’s regulations, byelaws and reporting requirements (an advantage)
* Microsoft office applications – in particular advanced excel
* Sun accounts, Q&A and Cognos IBM Planning Analytics

**DESIRABLE BEHAVIOURAL ATTRIBUTES:**

* **Effective Communication skills:** Candidates can express themselves clearly and effectively when communicating, includes, written, verbal and listening forms of communication.
* **Initiative & Change:** Self-starter takes action without being prompted. Able to react to change and use initiative to identify areas where change is necessary and lead others through change.
* **Driving & Delivering Results:** Motivation to complete work and deliver the desired outcome in line with job requirements and timescales.
* **Planning & Organising:** Making good use of time, establishing effective priorities and establishes clear efficient work practices.
* **Problem Solving:** Defines problems clearly and logically, effectively using an appropriate problem solving and decision-making style to address situations. Communicates the problem and solution appropriately.
* **Decision Making:** Effectiveness and ability to make decisions to achieve goals, and drive these to successful completion.
* **Teamwork:** Able to work collaboratively with others in a participative environment, using appropriate interpersonal and communication skills to promote team effectiveness.
* **Commercial Awareness (Including Financial Awareness):** Has an awareness of internal and external commercial and financial markets and the financial and commercial impact their decisions may have on the success of their department and the wider business.
* **Personal Growth & Self-Management:** Effective management of own and others time, establishing effective personal goals and standards for future growth and development.
* **Building Relationships:** Developing good relationships, gets along with all levels of staff and executive, putting them at ease.
* **Strategic Thinking:** Able to create vision and direction which others aspire to develop and able to solve and suggest future direction and plans.

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

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

Date: …………………………………………………………………………………