

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Management Accountant</b>
<b>Reports to:</b>	<b>Senior Management Accountant</b>
<b>Business Unit:</b>	<b>Accounts</b>

Job Purpose:	<p>To assist with the management of the CSP Group subsidiaries and sponsored companies.</p> <p>This role will include responsibility for the preparation of management financial accounts, budgets and financial information.</p>
Key tasks:	<ul style="list-style-type: none"> <li>• The preparation of management accounts, financial and cash flow reports, budget and financial forecasts on a regular basis.</li> <li>• Prepare payroll journals.</li> <li>• The preparation and completion of Statutory/Regulatory matters within deadlines, including client money calculations and RMARs.</li> <li>• To develop, monitor and maintain management information systems and procedures.</li> <li>• To ensure controls are in place and in use at all times.</li> <li>• To liaise with Auditors during Annual Statutory Audit.</li> <li>• Support month-end and year-end close processes to agreed timetables.</li> <li>• Preparation and submission of VAT Returns, Corporation tax returns and computations.</li> <li>• Authorising payments on online banking system</li> </ul>
Skills and competencies:	<ul style="list-style-type: none"> <li>• Well-developed written and verbal communication skills.</li> <li>• The ability to work stand alone, as well as contribute to accounts staff where applicable.</li> <li>• The ability to analyse financial information and use it to make business decisions.</li> <li>• The ability to work under pressure and meet deadlines.</li> <li>• Advanced level of computer skills and knowledge of relevant software (Word and Excel).</li> </ul>
Knowledge and experience desired:	<ul style="list-style-type: none"> <li>• Previous experience within the Insurance Broking Industry is essential.</li> <li>• Sound understanding of FCA Client Money rules.</li> <li>• Support compliance with FCA CASS 5 (Insurance Client Money) rules.</li> <li>• Experience of using SAGE accounting software.</li> <li>• Knowledge of the London Insurance Market.</li> <li>• The ability to co-ordinate different aspects of multiple projects in a small Broker environment.</li> <li>• Preparation of management and financial accounts from basic or incomplete accounting records to final completion.</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Recently qualified ACA / ACCA / CIMA</li> </ul>
Other	<ul style="list-style-type: none"> <li>• In a small/medium sized Broker environment, the need to be flexible to cope with multiple projects and to communicate with Clients/Underwriters and staff generally is vital.</li> </ul>

	<ul style="list-style-type: none"><li>• Any other duties requested by senior management.</li></ul>
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