

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Management Accountant
Reports to:	Senior Management Accountant
Business Unit:	Accounts

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

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