

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

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

Job Purpose:	<p>Crispin Speers and Partners Ltd (CSP) are a long-established Lloyd's insurance and reinsurance broker providing solutions for UK and International clients.</p> <p>It operates in three distinct areas of Broking in London and international markets, Underwriting solutions through the Coverholder model and Sponsorships for startup Insurance Brokers, those requiring assistance with business services.</p> <p>We are looking for a Management Accountant on a fixed term contract of 14 months, to join our Accounts Team. The successful candidate will 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.</p>
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.

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