

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Senior Management Accountant (CSP Group)
Reports to:	Finance Director
Business Unit:	Accounts

Job Purpose:	<p>To assist with the management of the CSP Group subsidiaries This role will include:</p> <ul style="list-style-type: none"> - Responsibility for the preparation of management financial accounts, budgets and financial information. - Management of Accounts staff
Key tasks:	<ul style="list-style-type: none"> • The preparation of management accounts, financial reports, budget and financial forecasts on a regular basis. • The preparation of Consolidated accounts and cash flow statements. • The preparation and completion of Statutory/Regulatory matters within deadlines, including client money calculations and RMARs. • To manage, support and provide direction to members of the accounts team, including the co-ordination of the different aspects of the financial function. • 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. • 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. • Strong management 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 required:	<ul style="list-style-type: none"> • Previous experience within the Insurance Broking Industry is essential. • Sound understanding of FCA 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

	<p>small Broker environment.</p> <ul style="list-style-type: none"> • Preparation of management and financial accounts from basic or incomplete Accounting records to final completion.
Qualifications	<ul style="list-style-type: none"> • Qualified Chartered or Certified Accountant.
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.