

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Senior Management Accountant
Reports to:	Financial Controller
Business Unit:	Finance Dept

Job Purpose:	<p>To assist with the management of the CSP Group subsidiaries and sponsored companies. 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 Corporate Team (2 x Accountants & 1 x Cashier)
Key tasks:	<ul style="list-style-type: none"> • The preparation of financial reports, budget and financial forecasts on a regular basis. • 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. • The preparation of Annual Accounts, Management Accounts/Reports, Income Reports and audit information. • To develop, monitor and maintain management information systems and procedures. • To ensure controls are in place and in use at all times. • To support and develop systems where appropriate. • 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 • Prepare payroll journals.
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 desired:	<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 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.