

## CRISPIN SPEERS AND PARTNERS LIMITED

### JOB DESCRIPTION

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| <b>Job Title:</b>     | <b>Senior Management Accountant (Sponsorship)</b> |
| <b>Reports to:</b>    | <b>Finance Director</b>                           |
| <b>Business Unit:</b> | <b>Accounts</b>                                   |

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| <b>Job Purpose:</b>                       | <p>To assist with the management of the sponsored companies (13 companies in total).</p> <p>This role will include:</p> <ul style="list-style-type: none"> <li>- Responsibility for the preparation of management financial accounts, budgets and financial information.</li> <li>- Management of IBA Team and junior management accountant</li> </ul>  |
| <b>Key tasks:</b>                         | <ul style="list-style-type: none"> <li>• The preparation of financial reports, budget and financial forecasts on a regular basis.</li> <li>• The preparation and completion of Statutory/Regulatory matters within deadlines, including client money calculations and RMARs</li> <li>• To manage, support and provide direction to members of the accounts team, including the co-ordination of the different aspects of the financial function.</li> <li>• The preparation of Annual Accounts, Management Accounts/Reports, Funding/Brokerage Reports and audit information.</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 support and develop systems where appropriate.</li> <li>• To liaise with Auditors during Annual Statutory Audit.</li> <li>• Preparation and submission of VAT Returns, Corporation tax returns and computations.</li> <li>• Authorising payments on online banking system</li> </ul> |
| <b>Skills and competencies:</b>           | <ul style="list-style-type: none"> <li>• Well-developed written and verbal communication skills.</li> <li>• Strong management 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>   |
| <b>Knowledge and experience required:</b> | <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>• Experience of using SAGE accounting software.</li> </ul>   |

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|                | <ul style="list-style-type: none"> <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>• Qualified Chartered or Certified Accountant.</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> <li>• Any other duties requested by senior management.</li> </ul>  |