



## **The Shepherds Friendly Society Ltd**

### **Job Description**

**JOB TITLE:** Management Accountant (12 Months FTC)

**RESPONSIBLE TO:** Finance Manager

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#### **PURPOSE OF THE JOB**

- To prepare the internal and external financial reports, HMRC returns and regulatory returns, including monthly balance sheet reconciliations
  - To assist the Finance Manager in executing processes undertaken Finance function in line with operational SLAs and to be responsible for the effectiveness of key controls
  - To deliver the requirements of your role in line with the Society's culture and values and the principles outlined in the Society's Consumer Duty policy (as appropriate to your role)
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#### **PRINCIPAL ACCOUNTABILITIES**

- To take ownership of the month end close process, ensuring the monthly financial reports (Budget Variance Report, Cashflow, SOCI and SFP) are produced within deadlines, in accordance with FRS 102 and 103
- To prepare the month end balance sheet reconciliations and bank reconciliations and to maintain accurate financial and operational records
- To prepare the PRA, FCA and HMRC financial regulatory returns prior to submission
- To assist in the preparation of reinsurance reports
- To prepare the FRS 102 and 103 Annual Report and Accounts, and the financial statements of the Society's subsidiaries
- To be involved in the external audit process and manage the audit deliverables by the Finance team
- To assist in the preparation of Board and Board committee financial reports

- To review accuracy of daily payments to suppliers, intermediaries and members
  - To execute processes within the Finance team and ensure they are in line with the Society's conduct risk policy
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## **THE CANDIDATE**

- Qualified or part qualified accountant, experience in the Insurance sector will be desirable
  - Good understanding of FRS 102 and 103 and has had previous demonstrable external financial reporting and reconciliation experience
  - Proficient excel skills
  - Strong analytical and technical ability
  - Ability to prioritise and manage multiple tasks and deadlines
  - Ability to identify problems, and resolve these or identify improvements
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## **CORPORATE CULTURE & BEHAVIOURS**

The Society has a behavioural framework, a set of core behaviours which define 'how' we would like you to approach your work. It sits alongside 'what we do' which is outlined in this job description. The framework details the behaviours and attitudes which we believe are important to support the delivery of our organisational objectives, values and culture.

Your health and wellbeing is important – you should ensure that you are fully aware of and comply with all office health and safety procedures

## **CONDUCT STANDARDS**

You are expected to follow the FCA/PRA Conduct Standards:

- You must act with integrity
- You must act with due skill, care and diligence.
- You must be open and co-operative with the FCA/PRA/other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct