

Job Description

Job Title: Financial Account Manager

Aon Role Level: 6

Office: Guernsey

Reports to: Associate Director

Overall Purpose

To supervise and manage a number of insurance licensed entities.

Principal Accountabilities

1. First point of contact for clients in connection to accounting and investment matters.
2. Liaising with clients to understand their reporting requirements and ensuring that all deadlines are met across the team.
3. Presentation of the accounting and investment items at Board Meetings.
4. Review and interpretation of contractual documentation to determine the appropriate accounting treatment.
5. Review of management accounts, trial balances, statutory accounts and all other reporting requirements. Providing training and assistance to account preparers to ensure no errors in the final accounts.
6. Responsible for the preparation of board papers to a very high standard.
7. Work closely with the underwriters and Director to share information and deal with any issues.
8. Responsible for the delivery of a high quality service.
9. Reviewing payments and receipts. Monitoring of cash, fixed deposit, Letter of Credit and Trust Account levels and reconciliation of bank statements. Ensuring bank mandates, investment guidelines and board requirements are followed.
10. Reviewing investment reports and analysis, including controlling and reconciling investment management purchase and sale contract notes, portfolios and calculation of capital gains and losses.
11. Review of all claims and reconciliation of claims bordereaux.
12. Responsibility for the year end audit.
13. Responsibility for all regulatory matters, corresponding with the GFSC and completing annual insurance returns.

14. Follow the procedures manual and evidence having followed all controls.
15. Oversight of client filing to ensure all documentation is filed by the administrator appropriately and is easily retrievable
16. Maintenance of Statutory records.

Note: The above is not an exclusive list of duties and may change to reflect changes in organisational structures within the Company over time.

Qualifications

The ideal candidate will be a qualified accountant.

Experience

Three to five years' experience within a similar environment.

Knowledge and Skills

1. Comprehensive working and technical knowledge of accountancy.
2. Leadership, supervisory and presentation skills
3. Attention to detail.
4. Self motivated.
5. Knowledge of insurance industry - products, regulations and developments.
6. Skills in IT software and experience posting to a general ledger system.
7. Experience working in a team and providing training.
8. A high degree of confidentiality.
9. Good knowledge of company secretarial matters.