

## **Group Accountant - Job Specification**

The Complete Cover Group is an award-winning insurance business with over 40 years' experience in personal lines insurance. We specialise in non-standard cover offering car and van insurance and have an annual turnover of £36m.

This exciting new position has been created following the high-profile joint venture with the Abacai Group and to support the growth strategy moving forwards. The role will report directly into the Group Financial Controller and will look to improve, enhance and develop current processes and procedures across the whole Group. The role will also involve working closely with the CFO and other senior managers across the business.

The primary responsibility of the Group Accountant is to contribute to the highest standards of financial control and governance across the Group finance functions. The Group Accountant will be accountable for the accurate and timely financial reporting of the business and the underlying integrity of the business ledgers. Compliance with FCA, Legal and HMRC requirements across the Group is also a key aspect of this role.

Key accountabilities of the role as it stands are:

- Deputising for the GFC and assisting with the preparation of all Board reporting across the Group in relation to the broking, claims and insurance businesses
- Supporting the GFC with work relating to Group structure/restructure, acquisitions, financing arrangements of the Group
- Preparation and enhancement of the monthly consolidated balance sheet position of the Group via a meeting with heads of the respective finance areas
- Hands on involvement with the implementation of a new general ledger and procure to pay solution during 2021 across all Group entities. Opportunity to design, improve and enhance finance processes and procedures
- Involved with all aspects of Treasury including the maintenance of Trust and operating accounts of the Group, operation of a Group cashflow and daily, weekly and monthly Board reporting of cash flow against forecast/budget
- Key role in the annual external audit including the preparation of the consolidation and financial statements of all Group companies
- Preparation of the broking businesses' regulatory reporting. Management of the broker's Trust accounts processes to ensure adherence with CASS rules. Solvency and Regulatory capital reporting together with quarterly RMAR preparation. Oversight of the Insurer's regulatory requirements
- Liaison with the Group's tax advisors to ensure compliance with HMRC requirements covering all aspects of corporation tax, VAT, IPT and PAYE
- Maintenance and continual improvement of the Group's accounting policies and financial procedures manual. Monitoring adherence to policy and procedure by all areas of Finance across the Group including P&L, balance sheet and capital
- Contribute to the appropriate training is delivered either in house or externally to the finance teams so they are aware of updates to rules, legislation, FCA and accounting standards.

**Technical Competencies:**

- ACA/ACCA qualified
- Experience of Financial Accounts in a Group context or Audit experience
- Financial services experience essential
- Advanced excel skills
- Experience of regulatory requirements for insurance businesses specifically experience of CASS
- Proven experience of financial statement production and completing / understanding tax reporting
- Proven technical knowledge of applicable accounting standards
- Experience in the use of financial systems and reporting packages.

Permanent Role

Hours: 37.5 Hours Per Week

Location: Cwmbran, Wales with an element of home working.

If you would like to apply, please send your CV to [iwant2work@completecovergroup.com](mailto:iwant2work@completecovergroup.com)