

**ROLE DESCRIPTION**

<b>Job title</b>	Group Finance Analyst	<b>Role Holder:</b>	
<b>Reporting Lines:</b>	Head of Finance Projects	<b>Function / Location:</b>	Group/London

**1. Purpose**

The primary purpose of this role is to support the Head of Finance Projects to initiate, develop, test, manage and deploy finance change initiatives in response to ongoing IT finance transformation and continuous improvement projects.

As part of the Group Finance team, this role will also support the financial reporting and financial control processes in busy periods during the month end closes.

This role will suit an individual from an insurance accounting background that has an interest in developing a career in IT finance systems, processes, technology and change management.

**2. Specific Responsibilities**

- Maintain a finance roadmap of change initiatives, input into the prioritisation of development sprints and help manage the deployment in line with agreed deadlines.
- Act as a business analyst, assist in requirements gathering, document processes and communicate with the key stakeholders impacted by finance change initiatives.
- Translate finance requirements as a finance subject matter expert (SME) into specification documents informing database development and finance system change.
- Design, perform and document the applicable user acceptance testing. Investigate and resolve any issues identified and communicate with key stakeholders.
- Develop a strong understanding and assist in documentation of the IT SQL calculation engine and its interaction with the Finance general ledger.
- Assist in standardising IT finance processes, controls, reporting and reconciliations across the Company and Syndicate platforms.
- Work with the Data & MI function to maintain key financial reference data sets on behalf of Finance and support the roll out of the EDW.
- Key contact between Finance and the IT team. Support through organising meetings with stakeholders and assist in requirements gathering for items of work.
- Support the Group finance and IT finance team in month end closes with a view to improving processes and controls.

**3. Essential Skills & Requirements**

- Qualified accountant (ACCA/ACA/CIMA) with 4+ years post-qualified experience;
- Experience gained in the insurance/reinsurance environment preferred;
- Analytical and problem-solving skills;
- Project experience preferred;
- Ability to work independently and effectively communicate technical information to stakeholders;
- Experience with Great Plains General Ledger and SQL would be beneficial;
- Proficient with the Microsoft Office Suite of application, in particular Excel and Word;

- A team player and creative problem solver;
- Ability and willingness to work flexibly to meet business needs including extended hours if required; and
- Strong attention to detail with excellent organisation and time management skills.

#### 4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, and considerate of our environment and wider society, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.