

ROLE DESCRIPTION

Job title	Assistant Syndicate Accountant	Role Holder:	
Reporting Lines:	Syndicate Financial Controller	Location:	London

1. Purpose

To assist in the delivery of accurate and timely financial information for Syndicate 2010 and 3010 in accordance with agreed standards and deadlines.

Assist with the maintenance of Syndicate accounting records, production of management information and Lloyd's regulatory reporting.

2. Specific Responsibilities

- Assist with preparation of month end journals and processes
- Assist with LCA reconciliation
- Preparation of non-technical and technical balance sheet reconciliations
- Preparation of daily and monthly cash report
- Setting up ad hoc payments for approval
- Assist in preparation of Lloyds regulatory return such as Part VII, Non-XIS, GQD, QMA, and Cad situs
- Work with Group treasury and liaise with investment managers to maintain the delivery of Syndicate investment accounting and reporting.
- Assist other members of the Syndicate finance team in any ad hoc items that arise.
- Keep up to date with regulatory reporting requirements and relevant accounting standards while developing industry knowledge.
- Liaise with internal and external auditors ensuring timely information production and audit completion. Assist in improving the half year and year-end audit process.
- Assist in the development and maintenance of the Syndicate finance team calendar and deadlines.
- Maintain documentation of owned procedures.
- Any other duties as determined by the team

3. Essential Skills & Requirements

- Educated to at least A Level or equivalent
 - Looking to study, or already studying accountancy qualifications such as ACCA/ ACA/ CIMA
 - Interest in the Insurance and London Market industry.
 - Basic Microsoft Excel/Word skills
 - Good written and verbal communication skills.
 - Accuracy and attention to detail.
 - Ability to take ownership and work effectively both within the team and the business.
 - Enthusiastic and positive attitude.
- Commitment to working outside of working hours as the role demands, during busy periods to

achieve business objectives.

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.