



# Consolidation & Technical Reporting Manager

Department:	Finance	
Report to:	Group Financial Controller	
Job Family:	Group Services	
Career Family / Job Capsule:	Managerial/Experienced Manager	
Key dimensions:	(£Budget, Team headcount FTE, any other relevant P&L metrics as they become available)	
<p>The Purpose of the role is to:</p> <ul style="list-style-type: none"> <li>Lead the delivery and understanding of “one version of the financial truth” at an entity and product consolidated level, including the statutory and regulatory reporting for the Group and Subsidiary companies (regulatory only).</li> <li>Lead the delivery of a robust financial controls framework and monthly/quarterly closing requirements including the consolidation of the reporting to both management (via FP&amp;A) and external stakeholders.</li> <li>Ensure that the Group is compliant in taxation matters, gaining expert input where required from the Group’s tax advisors.</li> </ul>		
Key accountabilities:	<ul style="list-style-type: none"> <li>Lead the financial control and monitoring of close requirements for quarterly reporting including: <ul style="list-style-type: none"> <li>Timelines.</li> <li>Internal deliverable reporting.</li> <li>Reconciliation review and resolution.</li> <li>Key stakeholder management for issue resolution.</li> </ul> </li> <li>Lead the delivery of monthly/quarterly financial and regulatory reporting and year-end Report &amp; Financial Statements and external audit : <ul style="list-style-type: none"> <li>Responsible for the production of the consolidated statutory results in a timely and accurate manner on a quarterly basis.</li> <li>Responsible for the production of the SII balance sheet in a timely and accurate manner on a quarterly basis.</li> </ul> </li> </ul>	<p>Skills / Experience / Knowledge:</p> <ul style="list-style-type: none"> <li>Qualified Chartered Accountant (ACCA/CIMA/ACA) with relevant post qualification experience and financial services knowledge.</li> <li>Significant experience of dealing with the interpretation and application of regulations, with the ability to review and deliver the key messages from publications and announcements that relate to the business, and effectively summarising and delivering the impact the regulations will have on the business.</li> <li>Significant experience of operating in a similar regulated industry, preferably insurance but banking may also be a suitable alternative.</li> </ul>

<ul style="list-style-type: none"> <li>- Accountable for the production of the Group Consolidated Report and Accounts to the required standard and in line with agreed timelines.</li> <li>- Accountable for the production of the SII quarterly and annual reporting to the required standard and in line with agreed timelines.</li> <li>- Manage the production of the glossy Report and Accounts in time for the AGM.</li> <li>- Key point of contact for audit liaison.</li> <li>- Ensuring productive auditor, actuarial and finance meetings are held as required over reporting periods</li> <li>- Work with external suppliers for audit requirements.</li> <li>- Manage resolution of audit queries through the wider team.</li> <li>- Manage the Management responses to the Audit Management Letter and monitor resolution through the year reporting into the FATC as required.</li> </ul> <ul style="list-style-type: none"> <li>• To be the technical expert and specialist for Solvency II and other regulatory reporting, and to deal with and interpret regulation whilst ensuring compliance.</li> <li>• To provide solutions to technical accounting situations for acquisitions and accounting for new businesses and changes in accounting structures.</li> <li>• To be responsible for writing Board and Audit Sub-Committee papers, including technical papers as required.</li> <li>• Commercial focus: Ensure accurate and timely delivery of Financial Reporting activities. Work closely with the FP&amp;A team to produce both actual and forecast reconciliations between MI results and statutory results on a quarterly basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical accounting and financial reporting skills with strong understanding of all financial accounting processes, including significant experience of managing ledgers.</li> <li>• Detailed understanding and working knowledge of UKGAAP (FRS 102) and current and future statutory and regulatory requirements for financial services (i.e. Solvency II, IFRS17)</li> <li>• Confident spreadsheet user.</li> <li>• Strong business and data analysis experience along with exposure to regulatory and financial reporting systems.</li> <li>• Proven track record in a mix of large and smaller organisations.</li> <li>• Management of multiple competing priorities in a highly regulated environment</li> <li>• Ability to implement improvements in an environment of change.</li> <li>• Excellent communication skills and well organised.</li> <li>• Ability to manage issues and articulate solutions across wide range of stakeholders.</li> <li>• Self-motivated, adaptable with a positive approach.</li> <li>• Ability to work in a fast paced project environment, working across functions and work streams to deliver project plans, ensuring dependencies are effectively managed.</li> <li>• Good people manager</li> </ul>
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- Work closely with the Actuarial Team to deliver a timely and accurate Analysis of surplus across FRS and SII
- Customer focus: Develop effective working relationships with key stakeholders to ensure that the team meets their expectations.
- Deliver support to Finance projects as directed by the Group Financial Controller, including New UK Gaap (including IFRS17).
- Development: Assist the Group Financial Controller to ensure that the team's technical competency is maintained at the appropriate level. As a senior member of the Team, encourage behaviours in the team that are in line with the Society's Values.
- Continue to work with the new GL, improving processes to deliver the teams work in the most efficient, timely and accurate manner to meet the reporting timelines.
- Work closely with Actuarial, Risk and Finance colleagues to drive practical robust solutions.
- Be a key liaison for the business for all taxation matters, referring queries onto the Group's taxation advisors as required. Maintaining a clear and up to date log of all issues arising.
- Maintain the Group Reporting Manual, producing updates for Audit Sub-Committee information/approval as required.
- Build systems and processes to enable consolidated reporting for the group.



<ul style="list-style-type: none"> <li>• Other ad-hoc work as directed by the Group Financial Controller.</li> </ul>	
<b>Values</b>	<p>Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:</p> <ul style="list-style-type: none"> <li>• Better together</li> <li>• Being your best</li> <li>• Being innovative</li> <li>• Champion the customer's needs</li> <li>• Doing what's right</li> </ul> <p>Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.</p>
<b>Adaptability</b>	<p>This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.</p>
<b>Performance Management</b>	<p>All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.</p>
<b>Health and Safety</b>	<p>Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.</p>
<b>Equality and Diversity</b>	<p>The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.</p>
<b>Confidentiality</b>	<p>The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)</p>



### Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role

### Individual Conduct Rules

Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

### Senior Conduct Rules

SC1	You must take reasonable steps to ensure that the business of the firm for which you are responsible is controlled effectively.
SC2	You must take reasonable steps to ensure that the business of the firm for which you are responsible complies with the relevant requirements and standards of the regulatory system.
SC3	You must take reasonable steps to ensure that any delegation of your responsibilities is to an appropriate person and that you oversee the discharge of the delegated responsibility effectively.
SC4	You must disclose appropriately any information of which the FCA or PRA would reasonably expect notice.
SC5	When exercising your responsibilities, you must pay due regard to the interests of current and potential future policyholders in ensuring the provision by the firm of an appropriate degree of protection for their insured benefits.



Declaration

I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.

Job holders full name:

Job holders signature:

Date: