



Regulatory Reporting Accountant

Department:	Finance
Report to:	Consolidation and Technical Reporting Manager
Job Family:	TBC
Career Family / Job Capsule:	TBC
Key dimensions:	(£Budget, Team headcount FTE, any other relevant P&L metrics as they become available)
Purpose of the role:	
<ul style="list-style-type: none">• Co-ordinate the annual SII reporting relating to the P&L and BS.• Take the lead in the preparation of the SFCR and RSR.• Identify areas for improvement in the SII processes.• Ensure the reconciliation of the data sent to MBE as well as received from MBE (Morningstar & IDC) to the BS.• Ensure that actuarial data received is accurate and timely.• Provide assistance as necessary to the statutory financial reporting process.	



<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Deliver a successful year end SII reporting process in connection with the provision of the written SFCR and RSR reports. • Ensure that the annual SII QRT's are completed accurately and in a timely fashion to allow all governance processes to be adhered to ahead of filing by the end of April 2018. • To be a technical expert and specialist for Solvency II, and to deal with and interpret regulation whilst ensuring compliance. • Identify changes to SII regulations and taxonomy and ensure that appropriate process and system changes are made to implement them. • Maintain up to date document procedures and controls to support SII reporting. • Provide assistance as required to the statutory reporting process to ensure that deadlines are met. • Identify opportunities and implement process improvements to drive efficiencies across the Regulatory Reporting and broader Finance function. • Deliver support to Finance projects as directed by the Consolidation and Technical Reporting Manager, including New UK GAAP and Solvency II requirements. • Work closely with Actuarial, Risk and Finance colleagues to drive practical robust solutions. • Other ad-hoc work as directed by the Consolidation and Technical Reporting Manager or Group Financial Controller. 	<p>Skills / Experience / Knowledge:</p> <ul style="list-style-type: none"> • Detailed understanding and working knowledge of UK GAAP (FRS 102) and current and future regulatory requirements for financial services (i.e. Solvency II) • Qualified Accountant (ACCA/ACA/CIMA) with extensive post qualified experience. • Life (preferable) Insurance/Financial Services experience, Solvency II experience required, with focus on Pillar 3 Regulatory Reporting. • Experience of input into and calculation of Annual QRT's (preferable Economic Balance Sheet & Own Funds) and SFCR & RSR requirements. • Strong excel modelling skills and hands on experience with other office applications. • Technical accounting and financial reporting skills with strong understanding of all financial accounting processes, including significant experience of managing ledgers. • Strong team player and ability to multitask. • Able to maintain motivation and deliver quality without supervision to tight deadlines. • Strong communication skills, written and verbal. • Professional, self-motivated, pro-active individual, capable of assimilating information quickly in order to be effective in a short period of time. • Ability to operate at all levels of the organisation. • Delivery focused. • Ability to implement improvements in an environment of change.
<p>Values</p>	<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"> • Better together • Being your best • Being innovative • Champion the customer's needs • Doing what's right <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>



Adaptability	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.
Performance Management	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.
Health and Safety	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.
Equality and Diversity	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.
Confidentiality	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)

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
- To delivery all apportioned and assigned accountabilities and responsibilities



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.

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:	

Version Control:

Amendment Summary	Date	Reviewer
Rebranded	13/07/2018	Reesa Berry, Resourcing Partner

