

The role

Working within the Finance department of the UK arm of a listed group of companies operating within the US and Lloyd's insurance markets, the Consolidation Manager oversees preparation of consolidated financial information for internal and external reports, including US GAAP group and UK GAAP company reporting. The role also includes preparation of Lloyd's regulatory reporting and associated management information, plus other ad hoc project work.

The role will be responsible for the continued development of the department's analytical skills and analytical reports, and for the implementation and maintenance of a sound system of controls and for the introduction of process improvements across all reporting tasks.

About us

Chaucer is a leading insurance group underwriting risks at Lloyd's, the world's specialist insurance market. It deploys specialist underwriters in all major classes, including aviation, casualty, energy, marine, property and treaty.

Headquartered in London, Chaucer has international operations in Copenhagen and Singapore, and affiliate offices in Miami and New York, providing access to high quality business worldwide..

Main responsibilities

- Managing the production of UK and US GAAP compliant consolidated accounts, explanatory notes and associated management information. This includes all necessary liaison with parties involved in the process to ensure the end result is delivered in the timeframe and standards required.
- Assistance with the preparation of all outputs of syndicates when required, including QMA, QMB, QMC, QSR, QAD and statutory accounts
- Development of analytical tools to support preparation of the consolidated results
- Involvement in developing an automated consolidation process using Peoplesoft as a common platform across all entities within the group
- Development and enhancement of reports required in producing the consolidated result and various deliverables required by key stakeholders
- Ensuring that reports are produced in accordance with the relevant timetables, ensuring that there is enough time for a proper management review and understanding of the figures
- Responsible for managing the following Reporting activities
 - The preparation and maintenance of timetables and KPIs related to consolidated financial reporting
 - Handling of all technical aspects of the production of consolidated financial information
 - Managing all operational aspects of document production to ensure the timely and accurate production of consolidated financial information
 - Performing the first review of consolidated financial information
- Liaison with auditors
- Maintenance of a sound system of internal controls, and the completion of SOX documentation
- Documentation of all area procedures under supervision
- Design and development of process improvements, in order to ensure the efficient and accurate production of data. This might require involvement in projects, as a project manager or a team member
- Active participation on various ad-hoc projects
- Development of staff in the department, including managing the training, coaching and appraisals

Our requirements

Relevant Experience

Essential

- Experience in delivering or auditing (at a managerial level) consolidated accounts for a listed entity
- Exposure to reporting activities to senior management committees
- Exposure to process improvement activities
- People management

Desirable

- Project management experience
- Experience at a senior level with US GAAP
- Exposure to assessment and implementation of controls and procedures
- Exposure to the Lloyd's market as an accountant or an auditor

Technical skills

Essential

- Working knowledge of consolidation procedures
- Working knowledge of insurance accounting, US & UK GAAP, Companies Act
- Experience with accounting software (Peoplesoft)
- Advanced experience of using Excel
- Advanced report writing skills
- Very good verbal communication

Desirable

- Working knowledge of Lloyd's accounting and reporting rules
- Working knowledge of corporate tax regulations

Education and qualifications

Essential

- CIMA / ACCA / CA / CPA

Personal Skills

- Able to deliver results under tight deadlines, showing flexibility when required
- Strong sense of accountability and ownership of the work assigned
- Emphasis on quality of the outputs produced
- Self starter, requiring minimum supervision, with the ability to solve problems and find solutions
- "Can do" attitude and willing to take more responsibilities
- Strong communication skills at every level within the organisation
- Team player