



EXPENSE ASSISTANT

| THE ROLE

Working within the Finance department of an international Lloyd's and general insurance group, the Expense Assistant is responsible for assisting with the expense planning, reporting and analysis across the whole business.

| ABOUT US

Chaucer is a leading specialty insurance group providing clients with proven smart risk solutions for underwriting and claims. Our enterprising and trusted experts offer market-leading cross class capabilities, empowered decision-making and a tailored approach.

With our headquarters in London, and our international hubs for Europe, MENA, Latin America and Asia, we protect clients in over 200 countries and territories worldwide. We offer clients the flexibility of both Lloyd's and, through Chaucer Dublin, the company markets.

| MAIN RESPONSIBILITIES

- Assist in the preparation of annual expense plans including analysis and commentary for management reporting
- Reporting and analysis of expense actuals including variance commentary for management reporting and other ad hoc reporting
- Monitor actual expenses to ensure accuracy of reported results
- Prepare accrual and prepayment reconciliations
- Assist in the allocation of group expenses to entity and business unit
- Maintain and manage the expense reporting model including hierarchies, cost centres, mappings and allocation drivers
- Assist in the preparation and presentation of expense analysis to senior management
- Focus on continuous improvement to align and enhance global expense reporting
- Focus on embedding Anaplan, the Group's budgeting and expenses package, into the business by becoming an expert with the planning tool, including assisting with training of others and offering support to the business where needed
- Build and maintain close working relationships with stakeholders across the whole business

| OUR REQUIREMENTS

| RELEVANT EXPERIENCE

Essential

- Experience of planning and reporting

Desirable

- Insurance industry exposure

| TECHNICAL SKILLS

Essential

- Advanced Excel: Lookups and pivot tables

Desirable

- Lloyd's of London accounting
- Knowledge of Anaplan and PeopleSoft

| EDUCATION AND QUALIFICATIONS

Essential

- Working towards a professional accounting qualification

| PERSONAL SKILLS

- Able to deliver results under tight deadlines, showing flexibility when required
- Ability to develop strong relationships with various stakeholders throughout the business
- Ability to work with other functions/departments
- Strong sense of accountability and ownership of the work assigned
- Emphasis on quality of the outputs produced
- Strong analytical skills
- Self-starter, 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