

Job Description

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| Job Title: | Senior Corporate Accountant (Group Reporting) |
| Reports to: | Financial Controller |
| Department: | Finance |
| Company Overview: | Neon is a bold, agile underwriter within the London market. We focus on specialist insurance and provide our clients with dynamic and innovative insurance solutions. We employ over 200 people globally, with offices in London, Guernsey, Italy and Bermuda. |
| Job Purpose Summary: | Responsible for accounting and reporting the consolidated Neon accounts and MI to local management and AFG |
| Direct Reports: | None |
| Key Responsibilities and Accountabilities: | <p>Consolidated reporting to Neon management and AFG</p> <ul style="list-style-type: none"> • Manage the quarterly consolidated reporting to Neon and AFG • Develop monthly reporting format for Neon and AFG • Work to improve the reporting process for the above • Constantly improve the MI format and content of the above reporting <p>Financial Accounting</p> <ul style="list-style-type: none"> • Oversee the accounting ledgers for Neon corporate entities excluding NMSL • Manage the monthly closure of general ledgers for the above entities, including cashbook postings, schedule preparation, reconciliations, journal processing and inter-company matrix • Prepare quarterly audit files for the above entities <p>External reporting</p> <ul style="list-style-type: none"> • Prepare the quarterly QF1 return for NUL (managing agent) and the annual return AF1. • Manage the preparation of statutory accounts for the above entities and consolidated accounts as required <p>Capital</p> <ul style="list-style-type: none"> • Work closely with external advisors to deliver the requirements of the coming-into-line process • Produce information for directors to approve coming-into-line • Arrange paperwork in good time and for transfer of funds to Lloyd's for loss settlements and the depositing of FAL. <p>Risk Management</p> <ul style="list-style-type: none"> • Accountable for the effective management of owned risks or controls as detailed in the company's Risk Framework • Work with manager to ensure that risks associated with own role are understood and managed • Assist in identifying and implementing processes to control risks particularly with own role • Responsible for reporting any existing or new risks, as well as significant control failings/weaknesses or events that may arise, to the Risk team or your manager <p>Compliance</p> <ul style="list-style-type: none"> • Maintain an understanding of and complies with all relevant FCA / PRA / Lloyd's regulatory requirements and other relevant regulatory requirements • Maintain our SOX controls |

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| | <ul style="list-style-type: none"> • Maintain a clear understanding of the Health and Safety policies • Comply with all relevant company policies and procedures at all times <p>Conduct</p> <ul style="list-style-type: none"> • In performing your role, you are required to pay due regard to the interests of Neon’s customers to ensure they receive fair treatment at all times • You must behave ethically at all times, so as to safeguard not only Neon’s reputation and brand, but that of Lloyd’s also. <p>Data Entry, Recording & Reporting</p> <ul style="list-style-type: none"> • Accurately maintain and share data in accordance with company data governance policies, ensuring the right information is available to the right people at the right time |
| Company Values: | <p><u>Respect</u></p> <ul style="list-style-type: none"> • Treat others as you expect to be treated • Take pride in your work and environment • Seek out and use the knowledge and experience of peers <p><u>Integrity</u></p> <ul style="list-style-type: none"> • Demonstrate honesty in what you say and do • Take responsibility for delivery of assigned tasks • Honour commitments made <p><u>Team Work</u></p> <ul style="list-style-type: none"> • Share knowledge and experience with peers • Contribute in meetings • Think of the bigger picture and the wider effect <p><u>Excellence</u></p> <ul style="list-style-type: none"> • Take pride in quality and timeliness of delivery • Demonstrate our ‘good today, great tomorrow’, philosophy • Be willing to do things differently |
| Internal Relationships: | <ul style="list-style-type: none"> • All Finance staff • Peers in Legal and Compliance |
| External Relationships: | <ul style="list-style-type: none"> • Parent company finance team • External auditors • External secretarial advisers • Tax advisers |
| Qualification / Course Requirements | <ul style="list-style-type: none"> • Qualified accountant |
| Competencies: | <ul style="list-style-type: none"> • Teamwork • Attention to detail |
| Experience: | <ul style="list-style-type: none"> • Knowledge of Lloyd’s |