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| **Role title:** | Reconciliation Accountant | **Responsible to:** | Financial Accountant |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | N/A | **Scope:** | MPS UK and International |
| **Scale:** | N/A People  N/A Budget  N/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core | **Role Family** | Technical |

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| **Overall Role Purpose** |
| The purpose of this role is to provide comprehensive and efficient support to the Finance division focussing on the reconciliation activities related to our 65+ bank accounts and the various balance sheet reconciliations across the international Group. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the delivery of the Finance strategy to plan, cost and quality. * Support the monthly and annual financial accounting processes (accounts integrity, month end and year end processing) within the organisation ensuring timely processing and completion in line with established governance timeframes. * Support in the production of monthly management information for review at key governance meetings. * Support the development of streamlined processes and detailed procedures to ensure efficient completion of regular reconciliation activity. | * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan * Delivery of projects to plan |
| **Financial**   * Manage all financial accounting transactions and tasks requested by the Finance division in accordance with policy and ensure those which incur costs comply with all financial controls. * Support the production of metrics from organisational data sources to inform business decisions and actions which results in a measurable improvement in business performance and trends. | * Operational budget Vs Plan |

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| **Member**   * Monitor emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group. * Provide support to the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies. | * Net promoter score * Policy compliance audit results |
| **People**   * Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. | * Delivery of Personal Development Plan to plan * One-to-one / performance review meetings Vs Plan |
| **Risk**   * Contribute to an environment where all colleagues in Finance recognise the importance of risk identification and risk management. * Identify and report risks and issues identified within Finance, and across MPS, to enable resolution and mitigation of potential impact on MPS, members and colleagues. | * Risk & Control Self- Assessments * Audit Actions |

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| **Responsibilities (RACI)** |
| * Investigating reconciling items and driving resolution with stakeholders across the business. * Taking a leading role to further streamline and enhance existing processes. * Developing and documenting detailed procedures related to specific reconciliation activities. * Working with the Assistant Accountants, Accounting & Financial Reporting Manager, Group Financial Controller and other stakeholders to deliver the annual financial statements for all Group entities. * Hands-on support to the other business functions to ensure appropriate treatment of transactions * Connecting with the wider Finance division to ensure that reporting requirements and deadlines, both internally and externally, are met. * Undertaking other duties and tasks that from time–to-time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * N/A |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * AAT (or similar) * Strong I.T. skills including a good working knowledge of Word, Excel, Outlook and Powerpoint. | * Innovative, flexible self-starter with excellent and proven analytical skills * Highly numerate * Excellent attention to detail * Excellent written communication skills * Strong analytical skills. * Strong inter-personal skills | * Significant previous experience of producing reconciliations including identifying and resolving the resulting queries, with experience of large bank reconciliations is an advantage * Experience of working in a similar role as part of a finance team is essential * Involvement in the improvement of systems and/or processes |
| **Desirable** | * Operating within a service industry | * Coda is desirable as is knowledge of investment accounting. | * Experience of medical defence organisations, clinical negligence claims or civil legal processes * Experience of risk-based businesses, e.g. insurance |