|  |  |  |  |
| --- | --- | --- | --- |
| **Role title:** | Reconciliation Accountant | **Responsible to:** | Financial Reporting Manager |
| **Division:** | Finance | **Department:** | Finance |
| **Direct Reports and Level:** | N/A | **Scope:** | MPS Global |
| **Scale:** | N/A People  N/A Budget  N/A income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 2 | **Role Family** | Group Corporate Functions |

|  |
| --- |
| **Role Purpose** |
| The Reconciliation Accountant will play an active role in the Finance division, providing comprehensive and efficient support across reconciliation activities related to the Group’s bank accounts and balance sheets. The Reconciliation Accountant will be responsible for conducting regular control checks for key systems and for completing timely reports to ensure the business remains legally compliant. |

|  |  |
| --- | --- |
| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the delivery of the Finance strategy to Plan, cost and quality. * Complete monthly and annual financial accounting processes (accounts integrity, month end and year end processing) within the organisation, ensuring timely processing and delivery in line with established governance timeframes. * Prepare monthly management information for review at key governance meetings to inform business decisions and related actions. * Develop streamlined processes and detailed procedures to ensure efficient completion of regular reconciliation activity to ensure the business remains compliant. | * Deliver Strategic priorities Vs Plan * Deliver divisional objectives Vs Plan * Deliver 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 result in a measurable improvement in business performance and trends. | * Operational budget Vs Plan |

|  |  |
| --- | --- |
| **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. * Support the Finance division to ensure fair treatment and outcomes for colleagues and the organisation ensuring compliance with associated policies. * Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed at driving operational efficiency and enhanced Member experiences/outcomes. | * 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 recognise the importance of risk identification and risk management. * Identify and report risks and issues within Finance, and across MPS, to enable resolution and mitigation of potential impact on MPS, Members and colleagues. * Adhere to appropriate business policies, processes, controls and regulatory requirements (as applicable) to ensure activity is within risk appetite. * Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to Health & Safety, Data Protection and IT Security, amongst others. | * Risk & Control Self- Assessments * Audit actions |

|  |
| --- |
| **Responsibilities (RACI)** |
| * Working with stakeholders across the business to investigate reconciling items and drive resolution to ensure timely processing and completion, in line with established governance timeframes. * Leading the development, documentation and maintenance of processes related to reconciliation activity, working to further streamline and enhance existing processes. * Working with the Assistant Accountants, Financial Reporting Manager, Head of Group Financial Reporting & Control and other stakeholders to deliver the annual financial statements for all Group entities, including liaising with the external audit team. * Hands on support to other business functions to ensure appropriate treatment of transactions * Connecting with the wider Finance division to ensure 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. |

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

|  |  |
| --- | --- |
| **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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * AAT (or similar) * Strong I.T. skills including a good working knowledge of Word, Excel, Outlook, Powerpoint and SharePoint. | * Innovative, flexible self-starter with excellent and proven analytical skills * Highly numerate * Excellent attention to detail * Excellent written communication 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 |  | * Knowledge of CODA/Unit4 Financials * Experience of medical defence organisations, clinical negligence claims or civil legal processes * Experience of risk-based businesses, e.g. insurance |