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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 PeopleN/A BudgetN/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
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| **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
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| **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
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| **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
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| **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
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