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| **Title :** | Accountant (Operational) |
| **Employment Type:** | Full time/Permanent |
| **Department :** | Finance |
| **Location** | Glasgow |
| **Date** | 12 May 2020 |
| **Closing date** | 9 June 2020 |
| **Salary** | £35k- - £40k DOE and Qualifications |
| **Recruiter** | Laura Campbell, please send covering letter and  CV to [Recruitment@scottishfriendly.co.uk](mailto:Recruitment@scottishfriendly.co.uk) |

Established in 1862, Scottish Friendly Assurance Society Limited operates as a financial services group offering a wide range of financial products and services. We're based in Glasgow and our staff and management team are dedicated to providing the best in customer service. We aim to deliver value to members, investors and corporate partners through a combination of tax efficiency, mutuality, administration service delivery and efficient management.

**The Role**

You will be responsible for assisting in the development and maintenance of the financial framework along with the efficient and accurate financial reporting for Scottish Friendly, it’s subsidiaries and an OEIC. The role will involve working within closely with the whole finance team and report directly to the Finance Manager. Key responsibilities include the following:

* Development and maintenance of a strong financial and governance framework across the business ensuring a robust and transparent framework exists across the whole business
* Responsibility for ensuring accurate and efficient processing of all financial processes within the business, in particular premiums, claims, expenses
* Design, implementation and monitoring of the finance systems for new areas of the business
* Finance project representative as and when required
* Assistance in the monitoring and development of internal controls and risk management across the finance function
* Maintenance and accuracy of the accounting books and records for Scottish Friendly and its subsidiaries
* Assistance in the production of the Annual Report and Accounts of Scottish Friendly and the statutory accounts of its subsidiaries, liaising directly with the Auditors
* Liaising with Customer Services and relevant Reinsurers to reconcile reinsurance claims as well as ensuring appropriate cash transfers to/from the Reinsurer and maintaining the accuracy of the corresponding General ledger accounts.

**Candidate Specification**

* Qualified Accountant;
* Significant relevant experience is required, specifically experience of treasury and expense management and experience working in a deadline driven environment with the ability to handle multiple workloads in tight timeframes.
* Prior experience in an accounting role within a financial services company would be advantageous
* Highly analytical and able to quickly assimilate complex financial processes and associated transaction flows
* High attention to detail and control focus
* A pro-active individual, able to communicate confidently at all levels to support liaison within accounts team, with other departments in head office and external parties
* Strong inter-personal skills and able to work well both within a team and on own initiative
* Excellent organisational and time-management skills
* Ability to demonstrate commercial awareness and strong business acumen
* Advanced Excel skills
* Knowledge and experience of reporting under current AEOI legislation would be advantageous
* Knowledge of CASS rules and experience of operating CASS processes would be advantageous

We are an equal opportunities employer, we believe diversity brings benefits for our customers, our business and our people. We welcome applications from all individuals regardless of age, gender, disability, sexual orientation, race, religion or belief.