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| **Title :** | Operational Accountant |
| **Employment Type:** | Permanent |
| **Department :** | Finance |
| **Location** | Glasgow |
| **Date** | 01.07.21 |
| **Closing date** | 31.07.21 |
| **Salary** | £DOE |
| **Recruiter** | Gillian Bryant, please send covering letter and  CV to gillian.bryant@scottishfriendly.co.uk |

At Scottish Friendly we want to attract the best talent to help us achieve our vision: **to be a leading UK mutual insurer through innovation, efficient customer services and responsible capital management**. Scottish Friendly is one of the most progressive mutual life insurance offices in the UK with over 150 years’ worth of history in the financial services market. Based in Glasgow, Scottish Friendly is a dynamic and rapidly expanding financial services group dedicated to the efficient provision of a wide range of financial products and services. We employ circa 220 staff and we are growing.

As a friendly society, we don’t have any shareholders, so all profits are used for the benefit of the customers. Our people are enthusiastic and passionate about saving and investing.

If you’re inspired to join us, and have the necessary qualities, then this could be the opportunity you’ve been looking for.

**The Role**

The ideal candidate 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
* Experience of 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
* 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
* 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
* Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)

We offer a competitive financial package and excellent benefits including generous pension, cycle to work, healthcare, access to EAP. We will consider full or part-time candidates for this role and are able to offer extremely flexible working hours. At the moment most of our roles are currently home-based.

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.