

## Job Description

<b>JOB TITLE:</b>	Assistant Investment Accountant – Systems
<b>DEPARTMENT:</b>	Finance
<b>JOB HOLDER:</b>	
<b>REPORTS TO:</b>	Investment Accounting Manager
<b>Purpose of the Job:</b>	
<p>The primary purposes of the job are:</p> <ul style="list-style-type: none"> <li>To be responsible for maintenance and accuracy of positional and transactional data within the ePAM system (Investment Accounting software) and Investment Data Warehouse.</li> <li>To ensure the investment data is accurately recorded in Brit general ledger.</li> <li>To maintain PAM, FiMi and IDW investment accounting systems.</li> <li>To assist the management of other Investment and Finance related systems, including Finance MI.</li> <li>To assist in the monthly preparation and reconciliation of all investment accounting data within all source and reporting systems.</li> <li>To assist in the delivery of key tasks within the Fairfax Group consolidated reporting timetable delivering accurate reporting and supplementary schedules primarily via OneStream.</li> <li>To assist in the preparation of regulatory reporting in a timely and accurate manner.</li> <li>To support investment performance reporting where required.</li> </ul>	
<b>Principal Accountabilities:</b>	
<p><b><i>INVESTMENT ACCOUNTING</i></b></p> <ul style="list-style-type: none"> <li>To perform the cash matching and custodian reconciliations for all investment portfolios in PAM</li> <li>To post the monthly investment accounting journals into the Brit ledger and perform reconciliation to source data.</li> <li>To manage the timely and accurate completion of cash postings and bank reconciliations performed by the various entity Finance teams.</li> <li>To deliver regulatory reporting (such as QMA, QAD, AAD, BSCR) to relevant bodies.</li> <li>To assist in ensuring accurate investment accounting under IFRS and UK GAAP for all investment portfolios is recorded in PAM.</li> <li>To maintain an up to date working knowledge of investing practices and regulations.</li> <li>To support investment performance reporting when required.</li> <li>To perform the necessary assurance and reconciliation work;</li> <li>To deliver Group reporting and supplementary schedules to Fairfax accurately and timely;</li> <li>To assist with Performance Reporting as required.</li> <li>To assist with President Report preparation as required.</li> <li>To ensure the timely, complete and accurate delivery of the accounting and reporting data and to understand its content. To work closely with Fairfax to ensure all deliverables are delivered on a timely basis.</li> </ul> <p><b><i>INVESTMENT &amp; FINANCE SYSTEMS</i></b></p> <ul style="list-style-type: none"> <li>To actively manage and understand investment related systems such as FiMi, GP and IDW.</li> <li>To manage the investment accounting platform (ePAM) ensuring the integrity of its inputs and outputs.</li> <li>To assist in managing the portfolio and chart of account structure within PAM, Investment Data Warehouse (IDW), Great Plains and OneStream.</li> </ul>	

- To perform the load of non-portfolio cash, Lloyd's overseas trust funds and QIAIF funds into PAM and IDW to ensure NAV is 100% accurate and complete.

**GENERAL**

- To assist with any other duties as required within the Investment Operations Team;
- Involvement in Finance Department and Group ad-hoc projects as required;
- To liaise with the Fairfax Ventures team, Brit Insurance's internal Investment/Treasury team, Tax Department, Regulatory reporting team, investment managers/custodians, auditors and Brit Insurance's overseas offices as appropriate;
- To identify, suggest, present and implement improvements and/or efficiencies into work practices;
- To assist with maintaining procedures manuals for your areas of responsibility;
- To train other members of the team where required;
- To discharge your duties in respect of any other Financial Controls for your areas of responsibility.

**Decision Making Responsibilities:**

- Accounting decisions as required by the position (material items to be referred to Investment Accounting Manager as appropriate).

**Regulatory Conduct Rules**

1. Act with integrity
2. Act with due skill, care and diligence
3. Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators
4. Pay due regard to the interests of customers and treat them fairly
5. Observe proper standards of market Conduct

**Education, Qualifications, Knowledge, Skills and Experience:**

- Part qualified AAT advantageous and desire to study towards a Chartered Accountant qualification such as ACA, ACCA or CIMA essential.
- A genuine interest in financial markets essential.
- Strong Microsoft Excel skills essential.
- Bloomberg skills desirable.
- Highly driven, ambitious self-starter with high level of personal motivation.
- Excellent communication and presentational skills.
- The ability to work with minimum supervision and on own initiative where necessary
- The ability to work within a team to ensure team deadlines are met.
- The ability to independently prioritise tasks and meet tight deadlines particularly during month end periods.
- Discretion and strict confidentiality must be used at all times.