

## Job Description

<b>JOB TITLE:</b>	Assistant Investment Accountant - Reporting
<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 the preparation of Brit entities' and group investment related content for financial statements and reporting.</li> <li>To deliver key tasks within the Fairfax Group consolidated reporting timetable delivering accurate reporting and supplementary schedules primarily via OneStream.</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 preparation of regulatory reporting in a timely and accurate manner.</li> <li>To assist in the maintenance of all investment accounting related systems.</li> </ul>	
<b>Principal Accountabilities:</b>	
<p><b><i>INVESTMENT ACCOUNTING</i></b></p> <ul style="list-style-type: none"> <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> <li>To deliver Group reporting and supplementary schedules to Fairfax accurately and timely.</li> <li>To perform necessary assurance and reconciliation work.</li> <li>To deliver regulatory reporting (such as QMA, QAD, AAD, BSCR) to relevant bodies.</li> <li>To actively manage investment related systems such as FiMi and IDW.</li> <li>To maintain an up to date working knowledge of investing practices and regulations.</li> <li>To support PAM related work including cash matching and reconciliations when required.</li> <li>To reconcile QIAIF funds and perform the load into PAM and IDW to ensure NAV is 100% accurate and complete.</li> <li>To price any assets held in-house and ensure accurate inclusion in the investment accounting systems.</li> <li>To analyse asset pricing and monthly pricing reports.</li> </ul> <p><b><i>INVESTMENT REPORTING</i></b></p> <ul style="list-style-type: none"> <li>To deliver the investment related performance by asset and income type for inclusion in board and committee packs.</li> <li>Preparation of estimated performance vs actual performance reconciliations and analysis.</li> <li>To manage the investment accounting platform (ePAM) ensuring the integrity of its inputs and outputs.</li> <li>To develop the reporting from the Fairfax Investment Data Warehouse as required.</li> <li>To prepare general ledger reconciliation models, investigating differences and providing solutions.</li> <li>To prepare investment analysis within the required timescales, e.g. for statutory and regulatory reporting purposes, Lloyds reporting, internal Department reporting and any as required.</li> <li>To prepare Solvency II deliverables including the QAD, QMA and AAD to Lloyd's and the BSCR to the BMA as required.</li> <li>To prepare reporting on the investment elements of the Brit Group Consolidation and President's Report.</li> </ul>	

**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:**

- University educated with 2.1 degree in a mathematical or financial field.
- Desire to study towards a Chartered Accountant qualification such as ACA, ACCA or CIMA essential, any exams undertaken advantageous.
- 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.