



AmTrust International – Role Profile/Job Description

1	Job Title	Finance Manager – Arc Legal
2	Function & Business Unit	Finance, Arc Legal
3	Location	Colchester
4	Direct & Indirect Reporting Line	<u>Direct Line Manager</u> Head of Finance – International Fee Businesses <u>Indirect (dotted) Line Manager</u> None
5	Direct & Indirect Reports	<u>Direct Reports</u> 3x Accountant <u>Indirect (dotted) Reports</u> None
6	Committee Roles	<u>Chair</u> None <u>Member</u> None
7	Key Stakeholders	International Finance Function
8	Applicable Conduct Rules	Individual Conduct Rules 1. You must act with integrity. 2. You must act with due skill, care and diligence. 3. You must be open and cooperative with the FCA, the PRA and other regulators. 4. You must pay due regard to the interests of customers and treat them fairly. 5. You must observe proper standards of market conduct. 6. You must act to deliver good outcomes for retail customers ¹
9.	Last Date Reviewed	February 2024

¹ As applicable to remit.

Position Overview

Reporting to the Head of Finance, AMT Intermediaries, this role will focus on the management and supervision of the MGA Finance team to meet regulatory and financial reporting requirements for Arc Legal and other fee businesses.

Responsible for implementing and managing rigorous processes and approved internal controls to ensure the complete, accurate and timely processing of financial transactions through the MGA's systems in accordance with US GAAP and local accounting policies.

Partner with the FP&A Business Partner, AMTI Intermediaries to ensure relevant and accurate financial reporting is provided to the business and external parties.

Essential Job Functions

- Comply with AmTrust International's reporting calendar in producing complete, accurate, timely and auditable processing of transactions for entities under your remit
- Produce and review financial statements and supporting schedules in accordance with US GAAP and local accounting policies
- Attend executive committee, Directors and Board meetings as necessary for entities under your remit
- Support cash forecasting, credit control, dividend calculation and financing needs
- Responsible for understanding, documenting and improving processes and controls affecting financial data within policy admin systems
- Coordinate financial audits
- Cover regulated functions as necessary and complete and submit financial related reporting to regulators
- Support MGA leadership team in completing planning templates
- Prepare management accounts, variance analysis, forecasts and KPIs using FP&A driven templates
- Comply with AmTrust procedures, policies and regulations as relevant to remit
- Support other local MGA teams as requested by Head of Finance
- Hire, develop and manage the local MGA Finance team
- Comply with AmTrust procedures, policies and regulations as relevant to remit.
- Ensure you and your direct reports complete all mandatory and job specific training requirements in line with the required time frames.
- Complete the required number of hours of Continuing Professional Development (CPD) as it pertains to your role and applicable qualifications and ensure this is logged in Workday. Ensure your direct reports complete and log any required CPD.
- Fully participate in all applicable fitness and proprietary and Performance Review processes. Promptly advise your line manager/HR as to any matter that may be relevant and/or impact your ability to perform in your role.
- Ensure your direct reports complete and log any required CPD. Complete the annual Performance Review process for all direct reports, to include completing a thorough assessment as it relates to performance against delivery in post, the core competency framework and conduct standards. Ensure appropriate objectives are set, learning and development plans completed and that any performance or behaviour not meeting expectations is managed promptly and appropriately.
- Other duties may be assigned in order to meet the on-going needs of the organisation

Qualifications, Experience, Competence

Qualifications

- Qualified Accountant preferably holding a CCAB qualification (ACCA, ICAEW etc.) or CIMA but would consider International qualifications.

Experience

- Detailed understanding of UK GAAP
- IFRS and US GAAP experience advantageous
- Insurance industry experience required
- Auditing / accounting experience.
- Post qualification experience.
- In-depth knowledge of IFRS and UK GAAP.

Functional/Technical Competencies

- Ability to work methodically to meet deadlines
- Strong Communicator
- Able to work autonomously and in a team
- Intermediate Excel knowledge
- Management Competencies
 - Risk
 - Collaboration
 - Results Oriented
 - Building Relationships
 - Adaptable & Open to Change
 - Professional Development

Core AmTrust Behavioural & Professional Competencies (Management)

Leading Others: Leads by example; enables and empowers the team to perform at their highest level through establishing clear objectives and providing meaningful direction; ensures everyone understands their part in achieving department and business goals; facilitates delivery and supports the removal of barriers; engages in regular two-way dialogue and provides regular and candid feedback and coaching; is fair and consistent in the management of the team; promotes equality and opportunity; recognises contribution and celebrates success; fosters a positive and high performing environment.

Business Acumen: Understands core insurance principles and the terminology and practices of the business as appropriate to their role; ensures that their team understands the connection between their own work and other areas of the business; is aware of external industry and environmental factors and the impact that these may have on the organisation; is innovative in outlook and determines the appropriate risk and reward balance in driving meaningful business results.

Relationship Management & Customer Focus: Builds and maintains strong internal and external customer and other strategic / provider relationships; effectively identifies and considers customer needs while balancing business needs; makes decisions that add value for the customer; ensures responsibility for and delivery against agreed service levels and commitments; strives to deliver excellence and innovates to deliver solutions; ensure that everything that we do complies with all Treating Customers Fairly (TCF) principles.

Risk Management: Is able to identify, prevent and / or mitigate through effective controls or timely remedial action common areas of business risk for their functional or business area; establishes and

maintains an appropriate control environment; ensures the timely reporting of any risk related matter to the appropriate party; takes responsibility for and drives continuous improvement in the management of risk.

Collaboration: Demonstrates respect and integrity in all collaboration with others; works with rather than competes with others in the business to achieve company goals; builds trust through open communication and transparent agendas; adapts style and messaging appropriately; seeks out and listens to the opinions of others; promotes an inclusive culture that values diversity.

Continuing Professional Development: Proactively keeps up to date with regulatory and professional changes; ensures that both they and the team maintain the required knowledge and skills to perform in post and undertake all required / mandatory training; encourages and facilitates an environment of continuous learning and self-improvement; puts measures into place to ensure annual Continuing Professional Development (CPD) obligations are achieved as appropriate to both self and team.

AmTrust Values: Able to demonstrate and role model AmTrust's values: Excellence, Innovation, Integrity, Responsibility, Inclusion and Teamwork.

Conduct Rules: Acts at all times in accordance with the Conduct Rules (see above)