

Collegiate Management Services Limited Role Profile/Job Description

1	Job Title	Senior Accountant
2	Function & Business Unit	Finance, Collegiate
3	Location	London
4	Direct & Indirect Reporting Line	<u>Direct Line Manager</u> Head of Finance – ANV Group <u>Indirect (dotted) Line Manager</u> Director of Compliance and Operations - Collegiate
5	Direct & Indirect Reports	<u>Direct Reports</u> None <u>Indirect (dotted) Reports</u> None
6	Committee Roles	<u>Chair</u> None <u>Member</u> None
7	Key Stakeholders	ANV Group Finance Function Collegiate Board
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.
9.	Date Reviewed & Agreed by Line Manager & Post holder	Reviewed and Agreed by Sarah Hart – Director of Compliance and Operations – December 2025

Position Overview

Reporting indirectly to the Director of Compliance and Operations this role will focus on implementing and managing rigorous processes and approved internal controls to ensure the complete, accurate and timely processing of financial transactions through Collegiate Management Services systems in accordance with UK GAAP.

Reporting directly to the Head of Finance, ANV Group, to ensure relevant and accurate financial reporting is provided to the business and external parties, in accordance with both US GAAP and local accounting policies.

Essential Job Functions

- Comply with ANV Group's reporting calendar in producing complete, accurate, timely and auditable processing of transactions for Collegiate, including:
 - Premium/claims related entries and non-technical journals (accruals, prepayments, provisions, VAT and corporate tax, payroll, statutory adjustments, deferred income, stock, equity, etc.) and related reconciliations
 - Apply cash against claims handling invoices
 - Intercompany bookings, reconciliations and settlements
 - Prepare Balance sheet validation/substantiation process and back-up support identifying and resolving issues affecting the integrity of the ledger
 - Maintain secondary ledgers for local reporting requirements
- Produce and review financial statements and supporting schedules in accordance with both UK GAAP and US GAAP
- Attend Directors and Board meetings as required
- Support cash forecasting, dividend calculation and financing needs
- Responsible for the management of and reporting of credit control of claims fee invoices.
- Responsible for the submission of claims fee data in the insurer's data feed
- Responsible for the management of tasks performed by other staff:
 - Issuing claims fee invoices and chasing approvals from lead / follow markets
 - Underwriting credit control
 - Claims loss fund reconciliations
- Processing and managing claims fee invoices payment requests via Xchanging /ECF
- Managing the bank accounts and the processing of payments and inter account transfers
- Responsible for managing procurement and the onboarding of new suppliers with relevant credit checks.
- Responsible for understanding, documenting and improving processes and controls affecting financial data within all relevant finance systems
- Coordinate financial audits and provide the relevant data necessary in a timely manner
- Complete financial related reporting to regulators including FCA RMAR returns and ONS requests
- Support Collegiate leadership team in completing planning / budgetary templates
- Prepare management accounts, variance analysis, forecasts to year end and KPIs using ANV Group templates
- Provide detailed expense analysis, comparing to budgets for management review
- Provide departmental expense analysis, comparing to budgets for management review
- Comply with ANV Group procedures, policies and regulations as relevant to remit
- Support other local MGA teams as requested by Head of Finance, ANV Group
- Ensure you 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.
- Other duties may be assigned in order to meet the on-going needs of the organisation

Qualifications, Experience, Competence

Qualifications

- Qualified Accountant holding a CCAB qualification (ACCA, ICAEW etc.)

Experience

- Detailed understanding of UK GAAP
- IFRS and US GAAP experience advantageous
- Insurance industry experience essential
- Knowledge of the workings of Xchanging/ECF preferable
- Auditing / accounting experience.
- Post qualification experience.

Functional/Technical Competencies

- Ability to work methodically to meet deadlines
- Strong Communicator
- Able to work autonomously and in a team
- Intermediate Excel knowledge

Core Collegiate Behavioural & Professional Competencies (Employees)

Results Driven: Displays energy, determination and a sense of urgency to get the job done; understands the importance of meeting deadlines to achieve objectives; takes responsibility for organising own workload to ensure goals are met; identifies barriers or issues that might impact adversely on getting the job done and is proactive and innovative in resolving problems and finding solutions; strives for excellence.

Adaptable & Open to Change: Demonstrates a willingness to adapt and change according to circumstances; is able to comfortably handle ambiguity and changes in priorities; identifies the requirement to demonstrate flexibility for the wider benefit of the department and the business; supports change and the drive to continuously improve.

Relationship Management & Customer Focus: Builds and maintains strong internal and external customer and other relationships as relevant to role; is able to effectively understand and support customer needs while balancing business needs; takes responsibility for meeting agreed service levels and other commitments; strives to deliver excellence and innovates to deliver solutions; ensures that everything that they do complies with all Treating Customers Fairly (TCF) principles.

Risk Management: Is able to understand and identify common types of business risks for their functional or business area; actively supports the maintenance of an effective control environment; takes timely remedial action as may be required to prevent or minimise loss; proactively escalates risks to the appropriate party; supports 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; adapts style and messaging appropriately; seeks out and listens to the opinions of others; supports team building and an inclusive culture that values diversity.

Continuing Professional Development: Proactively keeps up to date with regulatory and professional changes; maintains the required knowledge and skills to perform in post and undertakes all required / mandatory training; ensures that annual learning and development plans and Continuing Professional Development (CPD) obligations are achieved.

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

Conduct Rules: Acts at all times in accordance with the Conduct Rules (as set out above).