



# Job Description

<b>Position Title:</b>	Management Accountant
<b>Reports to:</b>	Assistant UK Specialty Financial Controller
<b>Location:</b>	London

## About BMS

BMS is a dynamic, independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong local focus and understanding of market needs. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

## Summary of Position:

This role sits within the UK Specialty Finance team, supporting Assistant FC with month end processes and improving quality of monthly outputs.

The successful candidate will possess strong analytical skills, with open and collaborative style and drive to improve and simplify processes.

## Key Responsibilities & Accountabilities:

- Reconcile Balance Sheet accounts and implement enhancement to the process.
- Assist with maintenance of Fixed Assets register and depreciation journal.
- Prepare cost allocations and simplify the current process.
- Develop and maintain Inter-Company reconciliation.
- Post recharges to and from Overseas teams.
- Reconcile underlying insurance ledgers in Eclipse to Sun accounting ledgers.
- Analyse and comment on T&E expenses and Exceptional costs.
- Liaise with various ad hoc queries relating to Concur, Proactis and Sun.
- Maintain Concur mapping.
- Collate and maintain monthly financial control sign off.
- Knowledge of Sun, Proactis, Concur and Prophix systems is preferable but not essential.

**Functional & Behavioural Competencies required:**

- Part Qualified or newly qualified e.g. ACA, ACCA or CIMA.
- First-hand experience of assisting in the preparation of Management Accounts, Management Information, Board MI, planning and budgeting.
- Advanced Excel and PPT skills
- Excellent attention to detail and ability to plan meticulously.
- Excellent IT & organisational skills
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills.
- Proactive, always looking for ways of delivering a better or more efficient service.
- Communicates clearly; effectively contributes to the team and interacts with others.
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
  - Accountable
  - Entrepreneurial
  - Collaborative
  - Empowering
  - Disciplined