

Role Profile

Position Title	Group Reporting Accountant
Role Holder	
Reports To	Head of Group finance
FCA/PRA Approved Person Category(ies)	N/A
Date	June 2024

Overall role

1. **To prepare and support the effective and compliant financial reporting for the consolidated Group**
2. **To prepare and support the Group's finance risks and controls**
3. **To prepare and support the Group's tax compliance and reporting**
4. **To prepare/draft technical accounting topics for the Group and provide support to other Group companies**
5. **Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations.**
6. **Have an awareness of the Treating Customers Fairly ("TCF") and Conduct Risk strategies**

Key Responsibilities and Competencies

1. **To prepare and support the effective and compliant financial reporting for the consolidated Group**
 - Engage with overseas teams, supporting the timetable and assisting the coordination of financial information to effect the Group consolidation.
 - Prepare the Group consolidated accounts with schedules supporting the and other relevant Group subsidiaries where appropriate.
 - Liaise with auditors to achieve effective sign-off
 - Provide Group finance input to new projects and portfolios, including integration, User Acceptance Testing coordination where needed.
 - Prepare analysis of the result on a monthly basis, to support shareholder and internal reporting.
 - Prepare reporting for Banks, and other Group debt covenant requirements
 - Prepare certain Group board reporting packs including exposure analysis to Fairfax and intergroup relationships (TIG & WW).
 - Support and maintain the classification of Group Finance Data.
2. **To prepare and support Group finance risks and controls**
 - Prepare and report on the Group finance risk and control framework including:
 - i. Enhancing the reporting on finance risk and control performance at the Group level

<ul style="list-style-type: none"> ii. Co-ordinating and then supporting the roll out of the Group finance control framework to local international entities in the Group, to be reported back to Group finance iii. Further review, challenge and development of the Group financial reporting controls framework, identifying gaps and recommend solutions commensurate to the risk. iv. Make recommendation for process enhancements where appropriate and periodically review and update the design effectiveness of key Group finance controls. <ul style="list-style-type: none"> • Monitor and make recommendations that support compliance with future legislative requirements as appropriate. • Work with the risk team to review, enhance and update the reporting of Group finance risk, controls and KRIs to Group exco and the Group board. • Periodically review and suggest updates to the listing of Group finance risks and key risk indicators. • Monitor and complete quarterly intergroup Service Level Agreement attestation for the Groups service company. <p>3. To prepare and support the Group's tax compliance and reporting</p> <ul style="list-style-type: none"> • Prepare the Groups Country by Country reporting requirements • Prepare the Groups master tax file and Group transfer pricing documentation • Maintain the Groups tax strategy documentation including control framework, risk and control matrix and RACI. • Monitor the Group's tax compliance requirements and upcoming tax risks and issues, <p>4. To prepare/draft technical accounting topics for the Group and provide support to other Group companies</p> <ul style="list-style-type: none"> • Prepare/draft technical accounting papers for review by Senior manager, FD, CFO, Group Board and external audit. • Support the development of the Group's accounting manual. • Where required provide technical accounting support to other Group companies • Continually assess, test and challenge finance department processes, accounting policies and strategies to ensure ongoing improvements and success are embedded within the teams <p>5. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations</p> <p>6. Have an awareness of the Treating Customers Fairly ("TCF") and Conduct Risk strategies</p> <ul style="list-style-type: none"> • <i>On a temporary or permanent basis you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile</i>

Direct Reports

None

Internal Relationships

All departments

External Relationships

External auditors, other affiliate companies, tax advisors, Regulators

Authority to Act for the Company

N/A

Conduct Rules

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable

Conduct Standards

All employees are expected to abide by the RiverStone Group Code of Corporate Conduct

Competence – Experience

- Qualified accountant, from either industry or practice
- Detailed understanding of UKGAAP insurance and Group accounting
- Experienced in preparation of insurance financial statements under UK GAAP or IFRS
- Proven capability to multi-task in a sometimes highly pressurised deadline driven environment.
- Understanding of insurance regulation in the UK and internationally as appropriate.
- High level of attention to detail.
- Advanced excel skills.

Knowledge

- Qualified Accountant
- Insurance technical accounting
- UK GAAP

Skills

- Diligent and responsible approach to workload.
- Time management and ability to work productively in a deadline driven environment.
- Analytical thinker.
- Strong communicator

Confirmed as an accurate description of the function