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# Example of Financial Reporting & Accounting Specialist Job Description

Our company is growing rapidly and is hiring for a financial reporting & accounting specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for financial reporting & accounting specialist

* Ensures proper collection process with strong follow up of overdues
* Complete end to end Solvency II reporting for entities, taking UK GAAP data and applying Solvency II valuation and reporting rules
* Assisting where necessary with Solvency II reporting for other UK entities
* Responding to Lloyd’s and PRA questions on Solvency II submissions in a timely and proficient manner
* Liasing with other functions such as Actuarial, Risk Management, Reinsurance and Compliance to exchange data, answer questions and ensure consistency of reporting
* Production of board and management reporting, including acting as a point of contact for any subsequent queries or questions
* Assisting with the production of Standard Formula calculations for all entities
* Responding in a timely and competent manner to questions from External and Internal Auditors
* Proactively thinking of, and implementing, any opportunities for process improvement as Solvency II is still a new and evolving requirement
* Responsible for review of financial statement regulatory filings (i.e., Annual reports, semiannual reports, Form N-Q, Prospectus and SAI ) in accordance with SEC Regulations and US GAAP

## Qualifications for financial reporting & accounting specialist

* Production of timely, accurate and reliable financial information
* Ability to maintain a strong and robust control environment , ensure ledger numbers are reconciled to external sources with explanations supporting reconciling differences
* Knowledge of an ERP package (particularly PeopleSoft & HFM) is preferable
* Strong background in Finance processes including proven experience in Finance operations
* Czech is a plus 
* German required (written and spoken)