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| **RAC ROLE PROFILE** |

**Title: Finance Manager - Insurance Reports to: Finance Director - Insurance**

**Business: Finance Location: Bristol Grade: D**

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| **Role Purpose**  To manage all aspects of management accounting and financial control for Insurance.  To work with the Insurance Finance team to understand and drive the financial performance of the Insurance division via provision of:   * Actual Financials and KPIs including Balance Sheet reconciliations * Cost Tracking * Weekly outturns * Budget and Forecasting * Month End Reporting Packs * Ad hoc and routine financial reporting deliverables * Internal processes to ensure consistent information delivered as efficiently and effectively as possible.   Support and provide flexibility across Insurance areas as priorities require | **Accountabilities**  Understand the Group Strategy and Five Year Plan , and the specific short and medium term targets you are involved in influencing  Support the business area in developing annual budgets and forecasting   * Revenues and expenses * Key drivers and clear assumptions * Fully understood, monthly phased budgets * Producing quarterly / ad hoc re-forecasts * Clear understanding of KPIs and performance against these * Provision of a consolidated view of Insurance including production of consolidated reports   Effective and efficient accounting , producing timely and accurate numbers   * Understanding of accounting policies, chart of accounts/cost centres/account codes * Produce P&L, balance sheet and cash flow * Simplify processes * Checking and challenging numbers, especially cost understanding and tracking * Understand tax treatments   Ensure financial controls operate effectively   * Performing and understanding reconciliations * Timely, accurate month end cut off * Maintaining key control documents and process notes * Lead on the YE audit processes for Insurance   Support reporting of financial performance   * Monthly costs, revenue, balance sheet, cash flow * Timely production of Group reports that are relevant and inform business leaders & Exec including appropriate commentary * Effective communication of performance to enable effective understanding of reported numbers & impacts. * Assist in drawing out and highlighting trends   Enforce standards and controls of Board, Group Finance and regulatory bodies   * Understand Board delegated authorities * Ensure spend follows group processes * Ensure accounting standards are followed and adhered, flagging risks as appropriate   Deliver success through building and maintaining effective relationships and partnering disciplines   * Across all levels of Finance * Across Insurance team, including senior management * Cross business functions as required * Legal, Tax, Audit, compliance & Regulatory teams as required | **Qualifications, Skills, Specialist Knowledge & Experience**   * Part Qualified accountant with relevant finance experience * Financial Modelling Skills * Strong Analytical skills * Good understanding of relevant commercial disciplines * Excellent relationship management and influencing skills * Excellent organisational skills * Ability to assimilate information and make decisions quickly * Able to challenge constructively * Strong communications skills – written and verbal | **Competencies & Behaviours**  Need to exhibit behaviours consistent with RAC core values and competencies.  Key competencies:   * Achievement Drive – Level 3 * Commercial Awareness – Level 3 * Judgement & Decision-Making – Level 3 * Interpersonal & Influencing Skills – Level 3 * Continuous Improvement – Level 3 |