

JOB DESCRIPTION

JOB TITLE:	Accounts Assistant – Bank Reconciliation and Income		
REPORTS TO:	Commercial Accountant		
DEPARTMENT:	Finance	LOCATION:	Leeds

PURPOSE

To ensure that the Sales Ledger function is carried out in a controlled and timely manner and to assist the Commercial Accountant in the management of the accounts receivable ledgers and bank accounts.

To ensure bordereaux income amounts are correctly booked and commission payments are accurately disbursed. To maintain records and ledgers and contribute to the completion of monthly accounts. Assist with the provision of accurate and timely information for the management.

KEY RESPONSIBILITIES:

- Complete the reconciliation of the various group bank accounts in a timely manner throughout the month and at month end.
- Process BACS payments ensuring correct allocation of funds and accurate recording in both the underwriting and accounting systems.
- Deal effectively with queries from external and internal clients and resolve queries in a timely, professional manner, escalating issues where necessary to ensure prompt resolution.
- Ensure that all assigned debtors accounts are kept up to date to accurately reflect the assets of the company.
- Act in accordance with the procedures to ensure that all receipts are processed accurately and in a timely manner.
- Assist with the provision of regular reporting for management to be able to assess the cash and debtor position of the company and identify any potential issues.
- Responsible for posting bank receipts in a timely manner.
- Responsible for refunding overpayments.
- Investigate and reply to cash related queries raised by the Finance or other departments, including monitoring the accounts assistants inbox.
- Complete office bank reconciliations and post all GL entries and keep the records up to date for management review.
- Regular reconciliation of outstanding premium income relating to panel clients and related intermediaries.
- Assist in cash flow management through collection of outstanding monies and arrangement of related payments.
- Assist with the accurate processing of all receipts to the appropriate ledger accounts.
- Reconcile income and outstanding items to cash receipts and credit balances ensuring data maintained is up-to-date and accurate and complies with all regulatory and legal guidance and requirements.
- Ensure bordereaux premiums are collected in accordance with credit terms and all cancellations are correctly processed in a timely manner.
- Review client statements for key broking clients and verify to FTI records ensuring differences are accurately identified, rectified and appropriately communicated.
- Be actively involved in contributing to the development of the business, department and systems relating to the tasks for which you are responsible including assisting with ad-hoc projects.
- Make every reasonable effort to ensure monies are received in accordance with credit applicable terms.
- Responsible for refunding overpayments.
- Manually book all CEE, Western European and Irish premium from details supplied by the relevant sources.

- Maintain Foreign Currency policy monitoring reports, to be provided to management on a monthly basis.
- Keep detailed analysis of various streams of income, currently not available via Open Accounts.
- Liaise with other department heads and members of the finance team and answer any specific queries that they may have on business underwritten.
- Ensure Data is accurately reported on both the underwriting and accounting systems and that reconciling items are identified and understood, escalating issues where appropriate and liaising with appropriate departments and staff members.
- Post all income accruals for business written in the period but not yet being invoiced. The same applies for all bordereaux related income.
- Ensure processes are regularly reviewed to ensure tasks are performed in the most efficient manner and that process documentation is kept up-to-date to enable others to perform your primary duties when cover is required.
- Liaise with internal and external audit members to enable an efficient and thorough audit.
- Assist the finance team in month end reconciliations and duties.
- Other ad-hoc assignments as and when required.

Qualifications

- 5 GCSE's at Grade A-C including Maths and English.

Personal Qualities

- Some experience in bank and cash reconciliations (theory or practical).
- Good communication skills as will be representing the company to external parties and liaising with a number of internal departments. Builds rapport with colleagues and develops positive relationship.
- Good organisational skills and ability to express facts and ideas clearly.
- Displays a positive attitude at all times and is a co-operative team member.
- Behaves and looks professional at all times paying particular attention to attendance, punctuality and dress code.
- Displays an understanding of, or interest in, accountancy with a willingness to get involved in a range of areas in the Finance department.
- Has strong IT skills, particularly Excel with an understanding of vlookups, pivot tables and data manipulation / review.
- Takes personal responsibility for actions and decisions.
- Helps to develop and implement new ideas and approaches for the team.
- Questions the way we operate and helps department to work smarter not just harder.
- Demonstrates a flexible, adaptable approach always rising to new challenges, displaying an eagerness to learn and a 'can do' attitude.
- Takes responsibility to see problems through to resolution.
- Is aware of personal development needs and raises issues with their manager to help improve effectiveness. Takes on board comments about development needs, is always willing to learn.
- Continually looks for ways to improve the Customer Experience.