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| **Job Description**  |
| **Job title** | **Interim Finance Administrator** |
| **Salary** | £19,000 to £25,000 plus benefits (this is the full time rate) |
| **Main purpose of the role** | * The Finance Administrator is responsible for supporting the Finance Team and performing daily tasks and reconciliations.
* The Finance Administrator is expected to work in accordance with the FCA Client Asset Sourcebook and our internal policies and procedures as well as to support the Finance Team to provide accurate financial management information (MI) in a timely manner.
* Due to the level of experience required for this role, there will be a level of supervision, training and reviewing of daily tasks and reconciliations, including making and authorising bank payments.
* Exposure will be gained across the business and there will be opportunity to get involved in a range of areas within the finance function as the role develops. Training will be offered on all company systems and procedures.
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| **Department** | Finance – personal lines |
| **Working hours** | Part time (eg. 30 hours per week) or full time position (37.5 hours per week)There is some flexibility with both the number of hours and the structure of a week. |
| **Direct reports** | None |
| **Key responsibilities and deliverables** | Provide excellent customer service in all dealings with clients, Lifesure teams and our partners such as:* Handling client cheques and money
* Daily bank reconciliations
* Client money calculations
* Processing return cheques
* Monitoring and processing online payments
* Processing online policy renewals
* Preparing monthly bordereaux, insurer accounts and subsequent payments
* Daily, weekly & monthly account reconciliations
* Running various reports as part of a data review and cleanse, such as Debtors & Creditors, Overdue instalment statistics & Unreconciled items & resolving any errors or incorrect balances and analysing key drivers for balances and movements
* Month end transfers and journals
* Assisting with the month end process and preparation of MI (including but not limited to processing journals, running reports from Quickbooks and variance analysis to articulate key drivers)
* Invoice filing & scanning
* Daily banking
* Creating and authorising bank payments to insurers, suppliers & others
* To be able to complete daily tasks on the Close Brothers system as and when required
* Timely and proactive support for our Sales Team regarding finance related matters
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| **Other responsibilities** | * General Administration; other duties and responsibilities may be set by the Finance Manager or Financial Controller
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| **Key skills & experience** | * Computer literacy, especially the ability to use Excel to a high standard
* Accuracy and attention to detail in all aspects
* Excellent communication skills at all levels
* Strong administrative background
* Experience in working in a Finance Team, preferably in the insurance industry
* Experience of using CDL Strata (insurance broking software) and Quickbooks would be advantageous
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| **Behaviours** | * Demonstrate the Lifesure Values and work towards the Lifesure Vision and Mission in all that you do
* Keen to learn, willing to ask questions and to quickly absorb new information
* Ability to adapt to learn and use new software competently
* Conscientious and motivated to support other members of the team
* Self-motivation and the ability to work independently and manage a busy workload is an essential
* Always over-communicate
* An excellent team-player, personable and able to get on with colleagues in all teams
* Able to work under pressure in a busy office and to meet time deadlines
* As the role involves working with confidential information, the successful candidate must be discreet and able to maintain confidentiality at all times
* As a firm regulated by the FCA we are required to strict standards of compliance thus accuracy and transparent workings are essential
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| **Essential qualifications and background**  | * AAT qualified or studying towards qualification with preferably at least two years of recent experience in an insurance or FCA regulated environment
* GCSE or equivalent Maths and English – C grades and above
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| **Leadership competences** | None |
| **Date of preparation** | September 2020 (Sarah Parsons; Version 1) |
| **Date revised** |  |