

Job Description

Job Title:	Senior Financial Accounts Administrator / Assistant Manager
Aon Role Level	8 / 7
Office:	Guernsey
Reports to:	Manager / Associate Director

Overall Purpose

Day to day financial administration of a range of captive insurance companies.

Principal Accountabilities

Assisting in the following areas:

1. Interaction with various people in a professional manner. Primary relationships to be developed and maintained:-
 - Clients and client representatives
 - Board members
 - Auditors
 - Investment Advisors and Bankers
 - Reinsurance Companies/Insurance brokers
 - GFSC
2. Ensuring all documentation, correspondence and telephone calls are dealt with professionally, efficiently and accurately.
3. Production and review of management accounts including statutory accounts and all other reporting requirements within pre-set timeframes and liaising with auditors.
4. Understanding and maintenance of accounting systems.
5. Dealing with deposits, including observing mandates, investment guidelines and board requirements. Attending to payments and receipts, monitoring cash, reconciliation of bank statements.
6. Assisting in the production of budgets and forecasts.
7. Company secretarial matters.
8. Organising Board meetings, (booking meeting rooms, arranging taxis, directors' travel, hotel reservations, etc). Production and circulation of Board packs.
9. Adherence to the Office Procedures Manual.
10. Ensuring that all client service standards are met.

11. Ability to take on ad hoc projects.

N.B. This is not an exhaustive list and it is important for all staff to familiarise themselves with the Office Procedures Manual and apply the rules diligently.

Qualifications

CAT or AAT qualifications would be beneficial but not essential.

Experience

Minimum of three years' experience of working within an accounting or financial environment.

Knowledge and Skills

1. Comprehensive knowledge of Microsoft Word and Excel.
2. A good understanding of Outlook and at least one accounting software package.
3. Excellent interpersonal skills. Good verbal and written communication skills essential.
4. Ability to use initiative, as well as sound organisational and time management skills.