

Job Description

Job Title:	Assistant Financial Account Manager
Aon Role Level:	7
Office:	Guernsey
Reports to:	Financial Account Manager

Overall Purpose

To assist and manage in the day to day financial administration of a range of insurance licensed entities.

Principal Accountabilities

Assisting in the following areas:

1. First point of contact for clients in connection to accounting and investment matters.
2. Liaising with clients to understand their reporting requirements and ensuring that all deadlines are met across the team.
3. Review and interpretation of contractual documentation to determine the appropriate accounting treatment.
4. Production and review of management accounts, statutory accounts, and other reporting requirements within pre-set timeframes.
5. Reviewing payments and receipts. Monitoring of cash, fixed deposit, Letter of Credit and Trust Account levels and reconciliation of bank statements. Ensuring bank mandates, investment guidelines and board requirements are followed.
6. Reviewing investment reports and analysis, including controlling and reconciling investment management purchase and sale contract notes, portfolios and calculation of capital gains and losses.
7. Review of claims and reconciliation of claims bordereaux.
8. Shared responsibility for the year end audit.
9. Ensuring self and team follow the procedures manual and evidence having followed all controls.
10. Oversight of filing to ensure all documentation is filed by the administrator appropriately and is easily retrievable
11. Assisting in the preparation of budgets and forecasts.
12. Preparation of board papers.

13. Responsible for delivery of high quality service, ensuring that all client service standards are met.
14. 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/ Insurance brokers
 - GFSC

Note:

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.

The above is not an exclusive list of duties and may change to reflect changes in organisational structures within the Company over time.

Qualifications

The ideal candidate will be a qualified accountant.

Experience

Three to five years' experience within a similar environment.

Knowledge and Skills

1. Good interpersonal skills. Good verbal and written communication skills.
2. Comprehensive working and technical knowledge of accountancy.
3. Ability to use initiative, as well as sound organizational and time management skills.
4. Attention to detail.
5. Self-motivated.
6. Knowledge of insurance industry - products, regulations and developments.
7. Skills in IT software and experience posting to a general ledger system.