

## Job Description

<b>Job Title:</b>	Finance Technician - Captives
<b>Aon Role Level:</b>	9
<b>Office:</b>	Guernsey
<b>Reports to:</b>	Financial Account Manager

### Overall Purpose

Day to day administration of a range of insurance licensed vehicles, assistance with projects and supporting team members.

### Principal Accountabilities

1. Dealing with deposits, including observing and updating mandates, investment guidelines and board requirements. Attending to payments and receipts prepared by the team in Bangalore, monitoring of cash and notifying the Manager before the limit has been breached.
  2. Organising Board meetings, (booking meeting rooms, circulating Board meeting dates). Production and circulation of Board packs. Preparation of draft skeleton Board meeting minutes.
  3. Ensuring all documentation, correspondence and telephone calls are dealt with professionally, efficiently and accurately.
  4. Adherence to the Office Procedures Manual including preparation of risk assessment forms and completion of all necessary checklists.
  5. Maintaining an electronic filing system for each client assigned and ensuring that scannings have been reviewed before archiving or being shredded.
  6. Interaction with various people in a professional manner. Primary relationships to be developed and maintained:-
    - Clients and client representatives
    - Board members
    - Auditors
    - GFSC
  7. To take on ad hoc roles, projects, report writing and research. This sometimes may be outside the normal day to day activities of the job function for example reception and bank run cover.
- 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

Minimum of five (5) GCEs or equivalent.

### **Experience**

Experience within a similar administrative role would be beneficial but not essential.

### **Knowledge and Skills**

1. Working knowledge of Microsoft Word, Excel and Outlook
2. Excellent interpersonal skills. Good verbal and written communication skills is essential.
3. Ability to use initiative, as well as sound organisational and time management skills.
4. Ability to demonstrate ownership of assigned tasks from beginning to completion.
5. Ability to work independently and also as a part of a team

Signed: .....

Date: .....