

Job Title:	Finance Clerk	Job Category:	Clerical
Department/Group:	Finance	Job Code/ Req#:	FIN/GUI/1802
Location:	Guildford	Travel Required:	Minimal
Level/Salary Range:	£27,000	Position Type:	Full Time

Job Description

THIS FULL TIME ROLE IS BASED IN THE GUILDFORD HEAD OFFICE OF STACKHOUSE POLAND REPORTING TO A FINANCE TEAM LEADER. THE REQUIRED WORKING PATTERN IS MONDAY – FRIDAY 09:00 – 17:00

ROLE AND RESPONSIBILITIES

An award-winning specialist insurance broker is recruiting for a new Finance Clerk. The Finance Clerk will be responsible for maintenance and day-to-day handling of the insurance broking Ledgers ensuring timely collection and/or settling balances from/to customers/insurers/appointed representatives and introducers.

Responsibilities will include:

- Reviewing the company's insurance broking bank accounts daily
- Entering the settlements into the system and allocating the funds against the paid items
- Raising payments on the company's banking system
- Working with Brokers to resolve queries on payments
- Investigating and resolving unallocated cash and funding issues
- Monthly meetings with your Team Leader to discuss outstanding issues, agree KPIs etc.

REQUIRED SKILLS AND EXPERIENCE

- Applicants will need to have a proven track record in insurance and finance
- Numerical skills essential
- Computer literate: MS Office, Excel
- Ability to work under own initiative
- A positive, friendly and enthusiastic attitude
- A desire to make a positive difference to an organization
- Contribution to improving processes and making things more efficient
- Embraces change

PREFERRED SKILLS

Experience of using the Acturis broking platform