

<b>JOB TITLE</b>	<b>Accounts Payable/Receivable Administrator</b>
<b>JOB FUNCTION</b>	<b>Finance</b>
<b>JOB LEVEL</b>	<b>1</b>
<b>REPORTS TO</b>	<b>Group Finance Director for Ireland/COO</b>
<b>SCOPE/PURPOSE</b>	
<p>Working effectively in collaboration with the Director of Finance and Finance team will be key to the success of this role.</p> <p>This role involves supporting the Leadership teams in achieving the Strategic objectives of the business. This person will be responsible for managing and processing all accounts payable and accounts receivable transactions with insurers and brokers. You will ensure accurate and timely processing of payments to Insurers, and collections from Brokers, maintaining proper records/documentation as well as being a key contributor to the regular operations of the Finance team.</p>	
<b>KEY RESPONSIBILITIES</b>	
<p><b><u>Debtor &amp; Creditor Management:</u></b></p> <ul style="list-style-type: none"> <li>• End-to-end responsibility for the monthly Insurer and Broker settlement processes;</li> <li>• Generate and send accurate and timely Broker statements;</li> <li>• Responsible for monthly Settlement process to Insurance Carriers within agreed timelines;</li> <li>• Liaise with Insurance Companies and Brokers regarding premium collection queries;</li> <li>• Liaise between Brokers and Underwriting to directly action items being repaired and ensure timely payment;</li> <li>• Ensure all payments from Brokers are received within Broker Credit terms and chase; overdue Debts. Proactively manage Aged debtors and Aged Insurer Reports;</li> <li>• Attend Aged debt working group meeting and seek avenues for process improvement;</li> <li>• Monitor customer account details for non-payments, delayed payments, and other irregularities;</li> <li>• Prepare and provide necessary reports and analysis related to AP/AR for management review as required;</li> <li>• Assist in the development of process maps to demonstrate workflows to ensure complete understanding of the requirements from the Finance team with regards to Debtor and Creditor interactions.</li> </ul> <p><b><u>Cash Management</u></b></p> <ul style="list-style-type: none"> <li>• Assist in cash management process including; Cash Posting, Bank Reconciliation, Insurer Reconciliations, Lodgements, Client Payment Beneficiaries Setup, Release of Payments;</li> <li>• Reconcile bank statements to Sage.</li> </ul> <p><b><u>Departmental tasks</u></b></p> <ul style="list-style-type: none"> <li>• Resolution of Queries for the team and other business areas;</li> <li>• Input Commission changes on system as Instructed by Management;</li> <li>• Assist in month-end and year-end closing processes, including reconciliations and journal entries;</li> <li>• Proactively support internal and external audit processes by providing necessary documentation and explanations;</li> <li>• Act as cover for completion of Monthly Payroll;</li> <li>• Act as ongoing cover for the management and processing of supplier invoices;</li> </ul>	

- Assisting the Finance Director and the rest of the team where necessary in order to provide accurate and timely information that is relevant in the decision making and planning process;
- Assist with development and implementation of Internal Financial and Operational Controls;
- Adhere to compliance in areas such as VAT, BIK, PAYE, etc. Submit VAT/Revenue Returns on time to avoid penalties;
- Update finance procedures regularly with a view to process improvement and efficiency.
- Adhere to all Company policies & procedures.

**Above is the current list of your duties and this may change from time to time depending on business demands.**

#### **Education and work experience**

- Experience of working in a fast-paced finance department, preferably within the Insurance industry
- Third level qualification in a relevant business discipline
- Currently working towards, or considering working towards an Accountancy qualification.

#### **Knowledge & Skills**

- An understanding of specific General Insurance Broker and Provider processes and business models ideally but knowledge can be developed.
- Excellent attention to detail with a high level of accuracy
- Strong analytical and numerical ability are essential
- Outstanding communication and interpersonal skills
- Extremely well organised with excellent time management skills
- Ability to work on own initiative, meet deadlines and work under pressure in a busy environment
- Excellent IT skills in MS suite particularly advanced knowledge application of excel, ability to learn new systems and adapt to new ways of working essential
- Previous experience of working with OpenGI, Sage and Thesaurus or similar accounting systems is a distinct advantage

#### **The person**

- Act honestly, fairly and professionally in the best interests of our customers and the integrity of the market.
- Act with due skill, care and diligence in the best interests of our customers.
- Consistent demonstration of our values, Trust, Agility, Service.
- Approachable, friendly and easy-to-deal with
- Approachable team player that collaborates with and supports other team members promoting team spirit
- Build and maintain strong customer relationships
- Dedicated to continuous improvement
- Dedicated to working compliantly in a regulated environment

This job is full-time, permanent.

Office location is Wexford and we have a hybrid model in place. Must be able to travel to the office ideally 3 days each week, full-time for initial training.

Applications to [hr@ornellaunderwriting.ie](mailto:hr@ornellaunderwriting.ie) quoting reference ARAPA-0424 and source of advertisement (i.e. you are applying via the III website)