

Insurance Accounts Position

Patrick Quinlan – Insurance Broking Practice

Location – Dublin 11 (beside Blanchardstown)

- Recording of Daily client payments & issue receipts
- Reconciliation of Insurer monthly statements.
 - Collate statements over the month.
 - Issue queries on premiums to staff & follow up.
 - Complete reconciliation & payment to Insurers.
- Develop relationships with Insurer accounts teams.
- Monitor Accounts email box & respond to Insurer/payment queries.
- Monitor & follow up on Defaults/other notices from Finance Houses.
- Complete month end on Relay.
- Make lodgements to Bank.
- Manage the debtors process in PQI:
 - Conduct weekly debtors meetings.
 - Issue weekly debtors reports/updates.
 - Monitor late payers & follow up with client/PQ as necessary.
- Daily Audit check

Requirements

- ❖ Must be proficient in MS Office (specifically Excel)
- ❖ Knowledge of Relay an advantage
- ❖ Previous Insurance Accounts experience preferred

The position is full time and will offer the successful candidate the ideal footing to advance their career in a fast, modern and growing insurance brokerage.

Salary is negotiable depending in experience.

We do not require the assistance of Recruitment Agencies at present.

Please send your CV to Sinead@pqi.ie