



Job Description

Insurer Trust Account Administrator

20 hour week, Monday-Friday between the hours of 8.30am-5.30pm

The Role

Intelligent Insurance is a 'non-standard' home insurance specialist. We pride ourselves in providing an excellent product which is delivered with a high standard of customer service, quality is central to our business ethos.

Based in our newly refurbished lakeside offices near Ringwood, this is a fantastic opportunity to develop your skills working within a small team, supporting the Finance and Risk Director and working alongside the Assistant Management Accountant.

Key Responsibilities

- Reconcile cash receipts daily from Sagepay and bi-monthly from PCL
- Analyse and process commissions daily
- Reconcile the Insurer Trust Bank Account
- Premium finance administration
 - Monitor the daily cancellation report from PCL, implementing the 21 day collection process when required
 - Monitor the PCL inbox and action requests for additional information
 - Review the PCL Export Exception report and deal with transmission failures
- Review Aged Debtors to ensure that all aged items have an action pending
- Review Unallocated Cash to ensure that all cash receipts are matched against a live policy
- Adhoc duties as required

Personal Qualities

People are central to our success and culture of quality; the team works together to reflect the standards necessary to achieve this.

- Meet Intelligent Insurance standards of quality, these include regulatory standards and accuracy.



- Maintain professional standards and behaviours relating to (but not limited to)
 - Personal presentation
 - Behaviour towards colleagues and customers
 - Time keeping
 - Attendance

- We are looking for a motivated individual who enjoys working within a small team, is organised with a keen eye for detail, flexible approach and a willingness to learn new skills.

Key Competencies

Your competence will be discussed throughout your employment as part of the Intelligent Insurance review and development process. These will evolve throughout your career at Intelligent Insurance.

- Previous processing experience in an insurance environment preferable
- Experience of reconciliations ideal
- Competent Excel (with knowledge of simple formulas), Word and Outlook user

Benefits

- 21 days holiday with additional days accruing following each year of service
- Pension contribution
- Annual discretionary bonus
- Discounted home insurance
- Childcare vouchers
- Retail discounts
- Free fruit and coffee

If you interested in this role, please e-mail your CV to accounts@intelligentinsurance.co.uk