



## ROLE PROFILE

**Job Title:** Accounts Assistant

**Job Purpose:** The Accounts Assistant is responsible for all areas relating to financial reporting, maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements.

The role manages to tight deadlines and a multitude of accounting activities including financial reporting, year- end audit preparation and the support of budget and forecast activities.

**Principal Accountabilities:**

- Obtain and maintain a thorough understanding of the financial reporting.
- Manage the Sales and Purchase ledgers, creating and maintaining supplier accounts, process incoming invoices.
- Reconciliation of the client account and insurers statements including the processing and recording of commission transfers.
- Monitor and chase payments from clients, insurers and finance companies.
- Producing weekly, monthly bordereaux for delegated schemes.
- Ensure the monthly FCA compliance activities including the Client Money Calculation are performed in a timely and accurate manner.
- Completion of the CASS audit annually.
- Investigate and resolve insurer and client queries.
- Reconcile and manage the petty cash balance, making payments when necessary.
- Provide all relevant payroll information to a contracted third party to ensure that the Payroll is processed correctly and in a timely manner, including Childcare vouchers and Pension details.
- Assist in the development and implementation of new procedures and features to enhance the productivity and workflow.
- Ensure compliance with regulations and procedures as laid down by the Financial Conduct Authority by keeping up to date with all changes in the regulatory framework.

**Knowledge & Experience:**

- Proven accounting experience preferably within an insurance broking environment.
- Fully conversant with the practices and principles of broking in a FCA regulated environment.
- Experience in managing relationships with customers, insurers and key stakeholders.
- Familiar with risk transfer and money segregation and statutory trust bank accounts preferable.

**Skills:**

- Articulate and presentable with the ability to communicate effectively both verbal and written.
- Ability to work to strict deadlines without impacting quality and attention to detail.
- Able to work co-operatively with other team members.
- Be extremely organised and able to prioritise tasks.
- Capable of working on own initiative and managing own workload effectively
- Competent with Microsoft office suite, word, excel, outlook and databases.
- Desirable to have experience with TAM or similar system.

Please send a copy of your CV to [recruitment@gcis.co.uk](mailto:recruitment@gcis.co.uk)