



Job Description and Role and Responsibility Statement

Role Title and Base:	Date of Issue:
Finance Administrator - Accounts	August 2010

Reports To:
Group Finance Manager

Purpose of the role:
The job holder will be responsible for maintaining the insurance ledgers and supporting the Group Finance Manager with operational finance and accounting administration activities.

Key Responsibilities:
1. Revenue <ol style="list-style-type: none">1. To ensure banking takes place within the agreed procedure to provide up to date information on the credit control status of clients.2. To support cashflow by assisting in the prompt collection of client monies in accordance with the agreed procedure.3. To ensure all finance cases are processed to Credit Companies and supporting spreadsheets are kept current within the agreed time frames. Advise Account Handlers where collection mandates have failed for appropriate action.

2. Administration

1. To record payment information onto the computer ledger for daily banking and arrange payments into the bank within the agreed FSA time frames.
2. To maintain client records with payments received, create acknowledgement letters and pass files back to Account Handlers within agreed procedures.
3. To settle insurer accounts on a monthly basis according to each insurer's deadlines. Make settlement payments by BACS or cheque and investigate any un-reconciled items.
4. To make sure the bank account, client account and client monies are reconciled on a monthly basis. To run Acturis Period End routines (monthly and annual) printing trial balances.
5. To ensure all Deposit information is kept correctly filed and is available for inspection and easy retrieval as necessary.
6. Action any communication with Credit Companies.
7. To check refunds received on Insurer's statements and where appropriate issue cheques and create supporting letters to clients within the FSA timescales and update the computer records.
8. To ensure that the company's compliance policies are adhered to with particular emphasis to FSA regulations.
9. Pay cheques in for Commission Receipts and process on Acturis.
10. To highlight to your Line Manager any areas of backlog and implement an appropriate course of action to remedy the situation.

3. Reporting

1. Ensure accounting information required for management accounts is updated and balanced on a monthly basis for use by senior management.
2. Run off "Unallocated Cash Reports" monthly and action as necessary.
3. To ensure all Aged Debt reports are prepared monthly and sent to Account Handlers. To also advise Directors of current Debtor status with explanations available and suggest Legal Action where appropriate.
4. To keep a record of premiums collected from chase processes to enable management to monitor targets.
5. To provide any additional reports as requested.

4. Personal Development

1. To identify where new skills can be acquired and existing skills improved.
2. To maintain a Training and Competency program, agreed and reviewed by your Line Manager.
3. To be reviewed at regular intervals and at annual appraisal.
4. To conform to a standard personal conduct including appearance and behaviour as designated and appropriate.
5. To attend internal or external training courses as directed by your Line Manager.

5. General

1. To complete any other reasonable duty as requested by the Company from time to time in accordance with the needs of the business.

6. Declaration

Job Description agreed and signed off as below

Signed (Job Holder): _____ Date: _____

Signed (Group Finance Manager): _____ Date: _____