

JOB DESCRIPTION

Job Description for:	
Job Title:	Insurance Accounts Assistant
Reports to:	Compliance and Accounts Supervisor
<p>Purpose: Assist in the management of the day to day accounts of MOFS both internal and external. To ensure that the credit control of the business is managed effectively and within plan.</p>	
<p>Competencies required for the role: There are three main Competency Groups:</p> <ul style="list-style-type: none"> ▪ Technical Knowledge <ul style="list-style-type: none"> ○ General Insurance Principles and Practice ○ Class of Risk and Product Knowledge ○ Risk Management ○ Legal ▪ Business Knowledge and Skills (Role specific) <ul style="list-style-type: none"> ○ Understanding the Client, Accounts ○ General Insurance Regulation & Business Ethics ○ Reporting ○ Company Specific Business Strategy ○ IT Knowledge ○ Presentation Skills ▪ Interpersonal <ul style="list-style-type: none"> ○ Teamwork ○ Self Development ○ Planning and Organising ○ Communication Skills ○ File Management ○ Data Analysis 	
<p>Job Content:</p> <p>The following is a list of typical tasks undertaken in this role:</p> <ol style="list-style-type: none"> 1. To assist in ensuring regulatory compliance with FCA Rules 2. To provide an appropriate level of service to both new and existing clients 3. Assist in carrying out the designated Credit control procedures of the business as required 4. To assist the Compliance & Accounts Supervisor to produce monthly monitoring reports including Profit and Loss, Balance Sheet, Solvency Reports and any others that may be required 5. To assist the Compliance & Accounts Supervisor to manage the Nominal Ledger and inter-company accounts 6. To have a suitable knowledge of all aspects of MOFS procedures in line with the requirements of the role. 7. Complete Insurer payments 8. To assist the Compliance & Accounts Supervisor to produce Client money reconciliation 9. Cash book duties 10. Complete bank reconciliations 11. Client Payments / Receipts in accordance with FCA rules 	

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12. Issue monthly statements to clients as and when appropriate 13. Monitor petty cash and credit card statements 14. Client Payments / Receipts 15. To assist the Compliance & Accounts Supervisor with Month and Year End Procedures 16. Any Other Task that may be delegated from time to time	
Class of Business: Accounting, compliance and general administration	
Additional tasks not identified above:	
Additional Responsibilities for Managers / Team Leaders: None	
Job Holder's Signature:	
Manager's Signature:	Andy Turberville
Date:	