Finance Administrator

At Bridge Insurance Brokers Limited we have over 50 years of experience and insurance know-how, spanning a wide range of specialist sectors. We employ remarkable people who go out of their way to deliver what our customers need. We are committed to promoting a culture of honesty, integrity and personal responsibility to make sure our team consistently deliver exceptional standards of work.

Job Description

Job title: Finance Administrator
Department: Accounts
Reports to: Finance Team Leader
Location: Manchester

Job role overview

As a senior member of the Finance Team, you will follow agreed processes to administer complex financial transactions and will also support the Finance Team Leader in process improvement. You will work collaboratively with others in the team and across the business, providing support and guidance as required, always putting the customer at the forefront of everything you do.

Key responsibilities

- Provide support to the Finance Team Leader in the implementation of key business and system improvement projects.
- Maintain the client and insurer relationship in a courteous and efficient manner.
- Manage all aspects of credit control exercising a high degree of diplomacy, and specifically focused on larger, complex accounts.
- Reconciliation and payment of Key Partner and Complex Insurance Company accounts.
- Initiation, maintenance, and renewal of complex client loan applications.
- Provide support to other internal customers, including Senior and Middle Management team.
- Balance relevant month end reports, reconciling any discrepancies as appropriate.
- Reconciliation of bank statements.
- Processing cash receipts and payments.
- General office/administration duties in accordance with the Company Operating Procedures Manuals including but not restricted to:
    - Maintenance of manual and computer records
    - Data Input
    - Diary Management
    - Handling and resolution of internal and external queries
- Adherence to all company policies and procedures.
- Support \ guidance and training to junior members of the Finance Team.

The successful candidate is likely to have the following skills, attitude and experience

- 2 to 5 years finance \ transactional experience is essential.
- Experience working within an insurance broking or similarly regulated environment
- Insurance \ Client Money accounting knowledge relating to finance operations is highly desirable.
- Ability to effectively liaise, influence, communicate, and negotiate with a range of stakeholders
- Advisory experience and strong business analysis skills to effectively assess and respond to a diverse range of situations and requirements
- A clear communicator with the ability to convey information in plain English.
- Experience working with senior stakeholders, challenging or coaching them where necessary.
- Good planning and organisational skills - prioritising workloads and keep up to date with regulatory developments
- A good team player, but able to work independently when required
- Leads by example and mentors where and when required
- Able to work methodically and under own initiative to complete tasks
- Has impeccable attention to detail, who takes nothing at face value and who challenges accepted ways of doing things
- Conscientious and self-motivated, with an excellent eye for detail
- Educated to “A” level or above with GCSE Maths and English
- Professional qualifications or working towards AAT or CICM qualifications preferred if not A level

How to apply

Please send your CV by e-mail to sarah.harrop@bridgeinsurance.co.uk