

Insurance Accountant

As a newly opened and fast growing Shared Service Centre (SSC) we are looking for an Insurance Accountant to support our European insurance business.

You will be responsible for accurate and timely processing of cash transactions and associated tasks. You will monitor, resolve and escalate issues associated with processing of cash transactions.

For the right person this is a fantastic opportunity to progress and grow into insurance accounting within a very fast growing company

Your responsibilities will involve:

- Allocating cash transactions.
- Recording premium transactions.
- Monitoring and escalating cash allocation issues.
- Monitoring and escalating aged debt issues.
- Preparing premium reminders and notices of cancellation.
- Preparing Third Party statement: brokers, following insurers, tax authorities, regulatory authorities
- Allocating settlements associated with Third Party statements: brokers, following insurers, tax authorities regulatory authorities
- Providing an effective control framework across all processes.
- Preparing and acting control reports.
- Developing and maintaining relationships with Catlin teams both within the immediate office and across Catlin's hubs.
- Ensuring processes, procedures and SLA's are met and adhered to.

Your skills and qualifications will ideally include:

- University degree
- Experience in insurance industry (ability to read and interpret insurance data) is a plus
- Fluent English and Dutch or Flemish
- Excellent data processing skills
- Experience of using a number of data sources and systems
- Computer literate including Microsoft Outlook, Word, Excel, PowerPoint and other commonly used software
- Inquisitive mind with strong analytical skills
- Good organizational skills and time management (attention to detail is critical)
- Excellent people skills; communicative and open to new challenges

If you are interested, please send your application to following email: rekrutacja@catlin.com

Please remember to enter the following clause:

"I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personnel Protection Act 29.08.1997 no 133 position 883)".