

Residential Management Group Job Description

Title: Finance Support Analyst – Insurance

Department: Back Office Support

Team: Insurance

Reports to: Insurance Team Leader

Summary:

Liaison with RMG's Insurance Brokers, undertaking reconciliation of broker statements; you will also engage with brokers to arrange payment plan options and ensure these payment plans are adhered to. Undertake regular financial analysis of sites with upcoming premiums due, ensuring premiums are paid promptly.

Role Responsibilities:

- Identify negative fund positions in relation to the payment of an insurance premium, ensuring best endeavours to arrange payments or agree payment plans with the broker.
- Setting up Direct Debit payments with brokers and ensuring enough funds are held prior to the payment date.
- Producing and reconciling broker statements and providing brokers with regular payment updates.
- Reviewing and forecasting site expenditure to identify any potential obstacles in prompt payment of an insurance premium.
- Undertake regular reviews with Property Managers, ensuring they are equipped to understand and communicate the importance of prompt payment of insurance premiums in their client meetings.
- Resolution of financial queries from Insurance brokers.
- Providing a service & building relationships with Property Managers, internal departments and Insurance Brokers to ensure smooth running of Property finances

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Qualifications, Skills and Experience

- Minimum Grade C or equivalent Maths and English GCSE
- Good understanding of a Chart of Accounts, Profit & Loss, Balance Sheet & Cashflow statements and their interpretation
- Microsoft office competence, with Excel to intermediate level as a minimum
- Good communication skills via telephone, email and video conferencing, with both internal and external customers
- Ability to follow procedures and work to deadlines
- Previous experience in a finance/Admin department
- Ability to effectively communicate financial information to non-financial stakeholders
- Experience within the Insurance industry is highly desirable
- Experience in Accounts Payable, or Supplier Account Management experience is also highly desirable
- Studying towards AAT – Association of Accounting Technicians (preferred)

Health & Safety Statement

H&S Responsibilities – Please refer to the RMG Health & Safety policy for your H&S responsibilities and for those people that you might manage.

Safeguarding Statement

All staff working on behalf of RMG have a duty to promote the welfare and safety of children, young people and adults in the work they do, the activities they supervise and the interactions they have with colleagues. They have a duty to immediately report any witnessed or suspected abuse in line with this policy and procedure.

All staff should:

- Follow the RMG safeguarding policy and procedures
- Remain vigilant, recognise and report any sign/risk of or incidence of abuse or neglect
- Report concerns of harm or poor practice that may lead to abuse or neglect