

3rd Party Reconciliation Administrator

A temporary vacancy has arisen in our Data & Reconciliations Team within the Finance Department for 6 months.

This position is primarily responsible for the reconciliation of asset stock and cash positions of client accounts, and the clearance of outstanding items, held with a range of 3rd Party providers.

The main duties are:

- Reconciliation of asset positions, cash accounts and internal control accounts in accordance with the control timetable.
- Production of month end packs for sign off in accordance with month end accounting deadlines.
- Identification and investigation of outstanding items
- Download of daily reports and files from 3rd parties
- Supporting other team members

The successful candidate will have:-

- A strong working knowledge of Excel and Word.
- Ability to work to strict deadlines
- Ability to organise own work to meet institution deadlines
- Flexible & adaptable attitude
- Team Player
- Accuracy, particularly when inputting data.

This role would be suitable for a recent school leaver, preferably educated to A Level standard. Candidates should have a minimum of 5 GCSE's, grades A-C including Maths and English.

If you would like to apply for this position, please send your CV, together with a covering letter including details of your current remuneration package to helen.macdonald@rl360.com

Closing date for applications is 23 January 2018.