

## **Accounting Assistant – RL360°**

A vacancy has arisen for an Accounting Assistant within our Financial Reporting Team.

Reporting to the Financial Accountant, this role will be responsible for contributing to the monthly financial reporting.

The main responsibilities of this role are:

- Posting of accurate transactions to correct business units;
- Contribution towards the production of monthly financial reports to internal and external bodies in an efficient, timely, accurate and professional manner;
- Assisting with the production of monthly management accounts and regulatory reporting;
- The reconciliation of transactions accurately and in accordance with agreed timescales on control reconciliations;
- Actively follow up on outstanding reconciling items held on control reconciliations; and
- The maintenance of daily and monthly procedures and controls within the department.

Key skills and experience needed to be successful in this role are:

- Have or be working towards an accounting qualification (AAT / CAT / ACCA);
- Experience with accrual accounting and variance analysis;
- A good understanding of Microsoft Excel and Word;
- Experience of using SUN or a similar accounting package;
- Excellent written and verbal communication skills;
- Ability to plan and organise work to meet deadlines;
- A flexible and adaptable attitude;
- Good problem solving skills; and
- Good team working skills.

Others skills and experience desired to be successful in this role are:

- Previous experience working within a similar role in a Financial Services company;
- A good understanding of reconciliation processes; and
- An understanding of transactions during the lifetime of an insurance / investment policy.

This role is within Job band RL3.

If you are interested in this opportunity please send your CV, together with a covering letter explaining why you would be suitable for this role to Karen Wilson, HR Manager at [karen.wilson@rl360.com](mailto:karen.wilson@rl360.com).

Closing date: - 18 July 2018