

Bank Reconciliations Administrator

A vacancy has arisen within our Finance Department on the Isle of Man

Reporting to the Bank Reconciliations Manager, this position is primarily responsible for the reconciliation of bank accounts and internal control accounts and the clearance of outstanding items.

The main duties are:-

- Reconciliation of bank 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
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- Download daily reports from various banks
- Daily journaling and filing
- Supporting other team members

The successful candidate will have:-

- A minimum of 2 years' experience of Bank Reconciliations is required, ideally within the Life Assurance Industry.
- Knowledge of accounting, administration and reconciliation software would be beneficial
- A good working knowledge of Word & Excel
- The ability to organise their own work and meet to deadlines
- The ability to ensure that items are cleared accurately and within the timescales set
- Must be able to work on your own initiative as well as part of a team.

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

Closing date for applications is 18 April 2018