

Bank Reconciliations Team Manager

A vacancy has arisen within our Finance Department.

Reporting to the Finance Operations Manager, this role manages the team which is responsible for the reconciliation of all bank accounts and internal control accounts together with the investigation and clearance of outstanding items.

The main duties are:-

- Manage a team of 5 administrators.
- Review and sign off of daily RAG report and month end packs for all bank accounts and internal control accounts
- Provision of regular reporting and management information for the team's function.
- Liaison with team managers across the business to ensure an understanding and the timely resolution of reconciling items
- Handle the more complex reconciling items referred by the team

The successful candidate will have:-

- Leadership and communication skills
- Ability to work to strict deadlines
- Ability to organise own and team's work
- Problem Solving
- A strong working knowledge of Excel, in particular, and Word
- Previous experience with managing a team
- A good working knowledge of accounting, policy administration and the bank reconciliations process
- Knowledge of systems associated with the bank reconciliation process

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.