



Finance Assistant

Our Finance department have an exciting opportunity to join the team as a Finance Assistant on a three months temporary position.

About Us

UIA is a mutual insurance company with over 130 years' experience of providing great value, high quality insurance to members of trade unions and other not-for-profit organisations. Our services are also available to the wider public hoping to benefit from our competitive premiums and wide cover on home insurance, travel insurance, pet insurance and car insurance.

Role

To assist the Finance Supervisor in the performance of their function of managing the following areas of the Finance Department and maintenance of the control environment, Purchase ledger, Expenses, Treasury function, General finance activity and Colleagues.

Responsibilities

- Treasury function
- Day to day activities
- Proportionate and appropriate controls and checks and reviews
- Weekly and monthly bank reconciliations and adherence to the control process
- Direct debit checks and reviews
- Credit card reconciliations and adjustments
- Liaison with customer experience on client transactions

Purchase ledger

- Processing of all inward invoices
- Ensuring correct authorisation in accordance with the expense policy
- Payment and reconciliation

General finance activity

- Cash flow forecasting and bank account maintenance
- System changes
- Continuous improvement of control functions



Systems Used

- Microsoft Great Plains e-Enterprise (Accounting system)
- Tia (Insurance system)
- Microsoft Office

Key Skills & Experience

- Accounts experience essential
- General knowledge of the operations of a treasury department essential
- Attention to detail and very high level of accuracy.
- Systems literate.
- Ability to communicate effectively with both financial and non-financial colleagues.
- Problem solving skills.
- Ability to work on own initiative, seeing all projects/problems through to completion.
- Approachability

Benefits

In return we offer a number of staff benefits including family friendly policies, support for personal development, a final salary pension scheme, Give As You Earn Scheme, access to annual sports and social club membership, an Employee Assistance Programme, Health Cash plan (taxable benefit), Season Ticket Loans and a friendly working environment.

We are based in modern offices adjacent to the town centre with close access to the railway and bus stations.

Salary: £20,315.00 to £23,903.00per annum

Closing date: Friday 30th October 2020 (12pm)

To Apply

Please download and complete an [Application Form](#) and submit this along with your CV to hr.recruitment@uia.co.uk.

Please note that we accept direct applicants only, and no applications from recruitment agencies.



To view the UIA Recruitment Privacy Notice please go to:

<https://www.uia.co.uk/media/18927/uia-recruitment-privacy-notice.pdf>

We regret that we may not be able to respond to all applicants if large volumes of applications are received. If you have not received a response within three weeks of applying please assume your application has not been successful and accept our apologies for not providing a personal response.