



Role Profile

Job Title: Reconciliation Clerk	Reports to: Director	Geographical Location: Regent Street, London
Key Internal Relationships: London Broking staff Bromley Accounts Team	Key External Relationships: Insurers Clients	Hours: 2 days per week 9am to 5pm
Purpose of the Role: Ensure client payments are allocated and reconciled on Arlington's system, and, are banked correctly and in accordance with Company procedures. Reconcile Insurer Statements. Manage accounts queries by liaising with Arlington staff and Insurer accounts staff accordingly. Ensure statements are paid within deadlines, while ensuring aged debt is managed to within target.		
Job Description:		
<ol style="list-style-type: none">1. Ensure all clients' monies are allocated and reconciled to the correct clients on the Arlington system.2. Ensure all clients' monies are allocated to the correct bank accounts.3. Reconcile Insurer Statements. Liaise with insurer accounts staff to resolve account queries. Maintain strong relationships with insurers. Ensure statements are paid within deadlines and that any outstanding queries are agreed in advance.4. Oversee account query management with the Arlington staff in London, liaising with the accounts team in Bromley as appropriate.5. Manage aged debt, working with the Arlington staff to improve the results to meet agreed targets.6. Produce all required reports in accordance with agreed timescales.		

7. Work to Arlington's Control Framework, and, operate within Arlington's Company Procedures.

8. Arlington Client Bank Account Reconciliations.

Key Role Accountabilities:

Business Expertise/ technical knowledge:

- To learn Arlington's system – Applied Systems' TAM
- Good understanding of credit control principles and procedures
- Understanding of the insurance market model between insurers and brokers
- Understanding of commission structures
- Numeracy and analysis skills
- Reporting, MI & data production

Financial Targets:

- Delivery of agreed cash collection and aged debt targets

Personal Skills:

- Time management
- Strong written & verbal communication skills
- Organisational skills
- Service focussed
- Prioritisation skills
- Able to work with little supervision

Relationship Management:

- Build key relationships with staff in London and Bromley, and, any external relationships, as appropriate.

Qualifications & Experience:

- Education – Minimum 5 GCSE's Grade C or above. Must include Maths.
- Skills – Proficient in Windows based applications, in particular Excel.
- At least 3 years' experience working in a credit control function, preferably for an Insurance Company or Broker.