

Job Profile

Job Title	Head of IBA Reconciliation	Name	
Reports To	Financial Director	Region	Head Office
Location	Bradford		

Purpose

To plan and lead the Insurer banking reconciliation and payment team on a day-to-day basis to ensure Insurer payments are efficient, accurate and timely.

Key Accountabilities

- Leading the Insurer and IBA Banking reconciliation teams and planning workloads for the most effective working.
- Develop the automation and robotic side of the processes to improve efficiency and accuracy.
- Develop relationships between team members and insurers to improve and maximise communication to effectively manage payment terms and payments to insurers.
- Ensure Insurer accounts are regularly reconciled and paid to ensure client cover is maintained.
- Work with Credit team to improve the efficiency of credit processing and reconciliation.
- **Banking**
 - Lead the bank reconciliation process to ensure receipts are processed next day in as many instances as possible. Post numerous cash books on a daily basis and performing a perpetual bank reconciliation.
 - Allocating client receipts to the correct client account and matching to invoices held on our Acturis system.
- **Credit Control**
 - Accurate allocation of client receipts to individual invoices.
 - Communication with colleagues to chase client debts as they approach due date.
 - Support departmental colleagues in the generation of client statements and the collection of outstanding monies.
- **Corporate governance**
 - Financial Crime Policy – Included Anti Money Laundering
 - Financial Sanctions Procedures
 - Anti-Bribery & Corruption Policy – Includes Inducements
 - Fraud Policy
 - To retain a clear desk according to the Clear desk policy
 - Bring Your Own Device Policy (BYOD)
 - Information Security Policy
 - GDPR Policies/Procedures

TLD Values



TRUST



INTEGRITY



COMMITMENT



COLLABORATION