



LANDMARK

Senior Finance Assistant - Salary £30 to £40K including full study package, part remote working

Landmark Underwriting is a specialist Managing General Agent. We're proud of working in close partnerships to build meaningful long-term business relationships with individuals and teams.

We provide innovative insurance solutions and are committed to offering a first class service to our global strategic Broking partners that's also efficient. We specialise in Professional Indemnity, Commercial Risks and Directors & Officers Insurance policies.

As part of our continued expansion the company is now seeking an experienced finance assistant to join its team in the heart of the UK insurance market, here in the City of London.

Duties & Responsibilities:

- Process all cashbook related entries accurately in Xero on a daily basis
- Reconcile all bank statements to the cashbook
- Weekly cashflow updates
- Update all sales invoices and payable bills on Xero and reconcile back to the bordereaux
- Create and maintain expense analysis reports
- Process balance sheet reconciliations for sign off
- Support monthly payroll and provide reports to management
- Follow up with on outstanding invoices with clients
- Provide administrative support during budget preparation
- Assist in financial audits

Requirements & Skills:

- Working experience on Xero Accounting(preferred) or alternatively any accounting package
- Minimum 2 years in an insurance or similar financial services environment.
- Excellent knowledge of bookkeeping and accounting principles and procedures
- Intermediate to advanced MS Excel user
- Attention to detail
- Ability to reconcile complex data to accounting records
- Organized individual
- Studying towards a formal qualification (preferred but not essential)
- Ability to work with operations team and support their function

Employment & Benefits:

- Full-time working, 3 days at the office, 2 days at home
- Salary offered: £30K-£40K depending on experience and full study package
- Stakeholders company pension (after appropriate probation period)

Applications with a CV and covering letter should be sent to M.Brown, Finance Director
M.Brown@Landmarkholdinggrp.com

CLOSING DATE FOR APPLICATIONS - FRIDAY 3RD JUNE 2022