



## JOB DESCRIPTION: IBA ACCOUNTS TECHNICIAN

CFC Underwriting Limited

Job Title:	<b>IBA Accounts Technician</b>
Employment type:	Full-Time/Part-Time   Permanent/Fixed Term Contract
Reporting To:	IBA Assistant Manager
Working Hours:	9.30am – 5.30pm - Monday to Friday
Location:	85 Gracechurch Street, London EC3V 0AA
Salary:	£ Competitive
Bonus:	Discretionary Bonus Plan
Benefits:	25 days holiday, Private medical insurance (plus dental and optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include summer party weekend, Halloween and Christmas parties.

### About CFC:

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We are the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. CFC is backed by more than 30 Lloyd's syndicates and delivers insurance to over 60,000 businesses in more than 60 countries. We're privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn't too corporate and we never take ourselves too seriously. We are 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast paced working atmosphere that is friendly, supportive, and fun.

### Role Definition:

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To support the IBA Assistant Manager in achieving company objectives for the IBA element of the finance function.

Ledger allocation is split between a team of seven. The main focus of the role will be on IBA accounts, credit control, allocating cash and resolving general queries.



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### Key Responsibilities & Accountabilities:

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- Active credit control – Ensuring funds are collected from our brokers in a timely manner.
- Unallocated Cash – Ensuring cash is applied accurately and resolving queries where appropriate.
- Provide support for the other team members as and when workloads dictate including cash allocation.
- Taking ownership and resolution of queries to reduce aged debt.
- Distribution of monthly statements.
- Deal with incoming email and telephone enquiries from brokers.
- Overall debt levels and debt over 60 days past due.
- Unallocated cash value and item count.

### Skills & Abilities

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- High level of attention to detail.
- Ability to work effectively in a team.
- Ability to prioritise where necessary identifying and maintaining tight deadlines.
- Accurate numeracy skills.
- Confident, energetic and assertive.
- Excellent verbal and written communications skills.
- Adaptable and flexible to function and system changes.

### Knowledge & Experience

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- Understanding of credit control procedures and IBA accounting within the Insurance industry.
- Computer literate with strong skills in Outlook, Word and Excel.
- Brokasure Desktop experience desirable but not essential.
- Experience of multicurrency desirable but not essential.



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### Our Core Values

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<p>Passion &amp; Perseverance</p>  <p>We're passionate about what we do and it shows.</p>	<p>Respect &amp; Humility</p>  <p>We treat everyone as we would want to be treated.</p>	<p>Intensity</p>  <p>We hold ourselves to the highest standards, always.</p>	<p>One Team</p>  <p>We show up as one team to achieve outstanding results.</p>
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The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.