

Job description

Job title	IBA Accounts Technician
Employment type	Full-Time Permanent
Reporting to	IBA Assistant Manager
Working hours	9.30am – 5.30pm - Monday to Friday (Role requires out of hours work)
Location	85 Gracechurch Street, London EC3V 0AA
Salary	£ Competitive
Bonus	Discretionary Bonus Plan

CFC Benefits include 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

CFC is a specialist insurance provider and a pioneer in emerging risk. With a track record of disrupting inefficient insurance markets, CFC uses proprietary technology to deliver high-quality products to market faster than the competition while making it easier for brokers to do business. Our broad range of commercial insurance products are purpose-built for today's risks, and we aim to give our customers everything they need in one, easy-to-understand policy.

Headquartered in London and backed by Lloyd's, CFC serves more than 70,000 businesses in over 80 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

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.

Key responsibilities & Accountabilities

- 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.

Skills & Ability

- 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

- 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.

Education & qualifications

- No specific requirements

Our Core Values



CFC Core Values

<p>Passion & Perseverance</p>  <p>We're passionate about what we do and it shows.</p>	<p>Respect & 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.