

# Job description

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

As an IBA Accounts Technician you'll 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

- 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 & 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

- 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.

## Education & qualifications

- No specific requirements.

## Our Core Values



**CFC Core Values**

- Passion & Perseverance**  
  
We're passionate about what we do and it shows.
- Respect & Humility**  
  
We treat everyone as we would want to be treated.
- Intensity**  
  
We hold ourselves to the highest standards, always.
- One Team**  
  
We show up as one team to achieve outstanding results.

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