



## **Part-Qualified Accountant**

**LeasePlan Insurance: Leopardstown, Dublin 18**

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### **Job Purpose**

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The Part-Qualified Accountant will be responsible for working with the Finance team to ensure an efficient service is delivered to all parties both internally and externally. This role will report to the Management Reporting Manager.

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### **Responsibilities will include but are not limited to:**

- Complete the monthly reporting to Group on a timely and accurate basis
- Responsible for ensuring that all inter-company queries are dealt with on a proactive manner and resolved on a timely basis
- Work with the LP entities to ensure that all inter-company balances are reconciled and agreed in advance of month end
- Responsible for ensuring that the Written & Unearned premium & Commission posting are completed in a timely and accurate manner
- Responsible for the completion of postings to the General ledger & reconciliations
- Work with the Insurance Services & Claims departments on the relevant reconciliations and issues resolution
- Support the testing and implementation of the SAS system & GFS interface and support the integration of the SAS system into the BAU Finance activities
- Responsibility for the preparation of the CSO returns on a timely and accurate basis
- Provide backup for the preparation of the daily cashflow, payments on Citi & Direct Debit process
- Provide support with the on-going development of GFS to ensure the continuous improvement and efficiencies for the Finance team
- Contributes and support BDCR and GRC process for GFS
- Contributes to the financial planning activities of LPINS and provides support during Annual Plan and Forecasting process in BPC
- Support of Annual Group, Statutory or other audits as needed
- Participation in periodic review of all processes and procedures to ensure compliance with group reporting requirements (and group ARM)
- Perform other duties as assigned or requested
- Attend and complete IT Security training and any other LeasePlan Insurance/LeasePlan Corporation training as required.

### **Knowledge**

- Good Background in Accountancy and/or Business Studies
- Must understand Accounting Principles
- Part-Qualified or Finalist ACCA or CIMA

## **Skills**

- High level of numeric accuracy
- Good Organiser
- Time Management Skills to meet deadlines
- Excellent Verbal and Written Communication skills
- Ability to work on own initiative
- Ability to build good relationship cross-functionally and within LeasePlan
- Good Team Player who fully participates in and supports departmental initiatives
- Strong attention to detail.
- Be driven and motivated to succeed

**LeasePlan Insurance is an equal opportunities employer**