

JOB POSTING TEMPLATE

Date: <u>2020</u>	Function: <u>Finance and Accounting</u>
Job title: <u>Intermediate Specialist, Accounting</u>	Manager title: <u>Manager, Local GL reporting & Operation</u>

Job purpose

- Reconcile all bank collection accounts including Bancas channel
- Prepare bank transfer to transfer premium back to respective bank accounts of TP and ACB if client pay premium through other channels/banks (not transfer directly to ACB/TP bank account)
- Prepare and book journal entry related to bank collection
- Maintains processing and payment to Client
- Other tasks assigned by line manager

Major accountabilities

Reconcile all bank collection accounts including Bancas channel <ul style="list-style-type: none"> ▪ Reconcile premium collection daily to ensure all the data is balance ▪ Working closely with CS/PC/Bank on unbalance of Collection account and pending items ▪ Response to any concern/issue of partners/bank within 24 hours 	35%
Prepare and book journal entry related to bank collection <ul style="list-style-type: none"> ▪ Complete booking premium collection to Sun timely 	20%
Prepare bank transfer to transfer premium back to respective bank accounts of TP and ACB if client pay premium through other channels/banks (not transfer directly to ACB/TP bank account)	15%
Maintains processing and payment to Client <ul style="list-style-type: none"> ▪ Verify and process payment to Client in line with TAT setting out ▪ Check bank transfer information to ensure it is accuracy with Client's information provided ▪ Manage the approval and payment process 	25%
Others as assigned by line manager	5%

Specialized knowledge

- Solid understanding of basic accounting and accounts payable, account receivable principles
- 2+ years' experience in account payable/receivable
- High level of accuracy and attention to detail
- Good at Microsoft offices (word, excel...)

Problem solving

- Problem-solving and seeking answers/solutions to issues - will investigate and look for alternatives
- Ability to consistently meet all deadlines
- Ability to work under pressure

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Education and experience

Bachelor's degree in accounting, finance or related discipline

Communication scope

Effective verbal and written communication skills