



TREASURY ANALYST

THE ROLE

This role is primarily responsible for Chaucer's Treasury activities including cash forecasting, liquidity management, cash accounting, reconciliations and query resolution. This role also includes Accounts Payable responsibilities, which includes managing payment run cycles and processing invoices within the expense management system.

ABOUT US

Chaucer is a leading specialty insurance group providing clients with proven smart risk solutions for underwriting and claims. Our enterprising and trusted experts offer market-leading cross class capabilities, empowered decision-making and a tailored approach.

With our headquarters in London, and our international hubs for Europe, MENA, Latin America and Asia, we protect clients in over 200 countries and territories worldwide. We offer clients the flexibility of both the Lloyd's and, through Chaucer Dublin, the company markets.

MAIN RESPONSIBILITIES

Accounting and Reconciliations

- Prepare and submit journals relating to both Syndicate and Corporate cash movements on a daily basis
- Work with Corporate and Syndicate Accounting Teams to maintain automatic posting mapping rules within the Treasury Management System (TMS)
- Responsible for intercompany loan, LOC prepayment and accrual journals
- Responsible for reconciling the Cash Suspense Account, explaining any variances and providing supporting documentation
- Responsible for reconciling bank accounts in line with month end / quarter end deadlines and ensuring that variances are explained and supported
- Ensure that reconciling differences are cleared in a timely manner
- Support the Senior Treasury Analyst with reconciling the Accounts Payable Control Account
- Liaise with the business to identify unknown transactions

Cash Flow Forecasting and Liquidity Management

- Responsible for the preparation of the daily cash flow forecast
- Prepare analysis on uses and sources of cash
- Support the Senior Treasury Analyst in design, development and implementation of short, medium and long term cash forecasting model
- Analyse bank fees and costs ensuring tariffs are current and recommend cost savings
- Manage liquidity in line with Group policy and tolerances ensuring efficient transfer of funds for investment to enhance returns
- Prepare liquidity analysis and compliance reporting to the business

Banking and Payments

- Maintain banking administration to include but not limited to mandates, bank account signatures and user profiles
- Primary contact for operational queries with key banking partners
- Manage payments for business activities utilising TMS and banking platforms with a focus on automation
- Support Senior Treasury Analyst with design and implementation of automated claims payment processing

Accounts Payable

- Process and review all supplier invoices in a timely manner
- Deal with supplier and business queries relating to all supplier invoices and payments
- Responsible for making sure suppliers are paid on time and in line with payment terms
- Responsible for posting all supplier invoices and employee expense related transactions into the general ledger
- Maintain all supplier master data in line with governance and controls
- Responsible for Direct Debit mandates and administration
- Ensure that all controls are adhered to
- Preparation of weekly supplier invoice and employee expense payment runs

Other Duties

- Own process documentation, identify and suggest areas for improvement with process efficiency at the heart of all that we do
- Compile reports where necessary for other areas of Finance
- Liaise directly with external and internal auditors on any Treasury and Accounts Payable related queries
- Other adhoc duties as and when required

| OUR REQUIREMENTS

| RELEVANT EXPERIENCE

Essential

- 2+ years' experience of a Treasury function

Desirable

- Experience of an Accounts Payable function
- Experience of an FSA regulated environment
- Lloyd's Syndicate experience

| TECHNICAL SKILLS

Essential

- Knowledge of treasury operations including daily liquidity management, cash flow reporting and forecasting
- Understanding of double entry accounting
- Strong Excel skills – Pivot tables, formula writing and troubleshooting
- Strong analytical skills
- Working knowledge of SWIFT messaging
- Knowledge of FX and experience in a multi-currency environment

Desirable

- Knowledge of Accounts Payable function with excellent customer service skills

| EDUCATION AND QUALIFICATIONS

Essential

- Educated to A Level standard

Desirable

- Treasury qualification or working towards

| PERSONAL SKILLS

Essential

- Strong written and verbal communication skills – able to communicate with senior management
- Proactive in approach with a change and improvement driven attitude
- Adaptable and flexible
- Good attention to detail
- Methodical and logical in approach to tasks
- Ability to prioritise own workload
- Works well in a team as well as independently
- Enthusiastic to develop and progress