UNIQ FAMILY WEALTH

JOB DESCRIPTION

Job Title:	Group Account Manager
Reporting to:	Marlene Outrim

Brief description of role and responsibilities:

The role includes the accurate processing and reconciliation of commissions and accounts and preparation of monthly management information and includes responsibility for the firm's management, statutory and regulatory accounting and reporting in accordance with established deadlines.

The following list is not exhaustive and liable to change.

Specific duties and responsibilities:

- Reconciliation of fees and commission and accurately updating back office system
- Invoicing and credit control for all company fees using back office system
- Acknowledging payment of invoices to clients
- Chasing payment of invoices
- Providing relevant information to MD on weekly and monthly basis
- Accounts inputting, including sales, purchase and nominal ledger and of end of month reports using Sage 50 Accounting Software.
- Preparation of monthly management information figures, including AUM for MSI clients (Company just acquired)
- Preparation of twice yearly FCA Gabriel Reports
- Produce weekly reports for the Managing Director of invoices and fees
- Updating income figures for Planners and keeping record of validation
- Updating income figures for self-employed mortgage Adviser an advising of amounts due to be paid.

Qualifications / Requirements

- Knowledge of Microsoft Excel
- Sage 50
- Excellent knowledge of the Financial Services Sector
- Aware of FCA requirements
- Good IT skills and excellent telephone manner
- ACA / ACCA Qualified would be desirable, although not essential
- Minimum 2 years' experience within a similar role also desirable

Salary & benefits

£24,000-£28,000 per annum | 28 days' holiday per annum including statutory bank holidays | Option to join the company pension scheme after 3 months | Private Medical Insurance after one years' service

To apply please send your CV to

marlene.outrim@uniqfamilywealth.co.uk