

Finance Assistant – Full time

This is a unique and exciting opportunity to join Freedom Health Insurance – a trusted independent private medical insurance company based in Poole, Dorset which is rapidly growing both in the UK and internationally. We are looking to strengthen and expand our presence in the private health insurance market and deliver outstanding customer support.

About the role

As one of a small team of Finance Assistants, you would be responsible for the smooth running of the day-to-day aspects of credit control function. This would involve data entry, chasing arrears, invoicing, general correspondence, emails, and some telephone enquiries. You will be dealing with sensitive information so a high level of confidentiality must always be carried out.

Key responsibilities

- Process new business, renewals, and mid-term adjustments in a timely manner to meet deadlines
- Liaise with brokers/customers by phone and email to collect outstanding payments and answer various queries
- Record and allocate payments with a high degree of accuracy
- Report regularly to brokers on arrears and any other developments
- Data entry of commission statements
- Other ad hoc finance assistant tasks as instructed by Finance Manager

Education and experience

- Administration experience and good numeracy skills are essential.
- Keen to have a finance-focused role.
- Credit control experience will be highly advantageous, but not essential.
- Intermediate Excel skills are essential for this role.
- Studying AAT would be very relevant to this position but not essential.

Personal characteristics

The ideal candidate should possess a natural aptitude for solving problems, demonstrate a keen eye for detail, show a genuine concern for customers and exhibit a strong eagerness to learn new skills. Additionally, they should be comfortable working in a busy office environment, should enjoy collaborating with others and be capable of adapting to various situations.

What you get in return

You will join a dynamic and growing business with an inclusive and positive company culture built on family values that continue to be the backbone of everything we do. You will get:

- £24k - £26k annual depending on experience (based on full time role, 37.5 hours per week)
- 25 days annual leave plus bank holidays
- Employee private medical insurance
- Employee pension scheme

This is an office-based role located in Westbourne with off street parking close by and commutable by train.

To apply, please send your CV to Julia Kajumova at j.kajumova@freedomhealthinsurance.co.uk