

Join Us

Established in 2011, Apricot Insurance provides insurance products for customers UK-wide through its Belfast branch, call centre, website and price comparison websites. The company has a rapidly expanding customer base and offers all types of insurance policies including car, home, van, travel, landlords and business insurance. Having already entered an exciting period of accelerated growth, Apricot has ambitious, but achievable, plans to double its book of business over the next twelve months.

Our ideal candidate is a career minded, enthusiastic and self-motivated person seeking an exciting position with genuine opportunity for rapid career progression as the company grows.

This is a key role that will be heavily involved in the company's plans for growth. It is an excellent opportunity for someone who is highly numerate, thinks logically and completes tasks quickly and accurately.

The position will involve a wide range of tasks and you will need to be capable of working independently as well as part of a team. You will be expected to continually improve processes and procedures to maximise efficiency and increase company productivity.

Job Summary

You will be responsible for a wide variety of tasks relating to the company's operational, accounting and administrative systems. Tasks may include but are not limited to:

Finance & Accounts

- Book-keeping and accountancy tasks including maintaining ledgers, reconciling bank accounts, monitoring cashflow etc;
- Settling insurer statements, identifying/resolving discrepancies;
- Liaising with customers and insurers to resolve payment queries;
- Liaising with premium finance providers;
- Processing refunds promptly and accurately;
- Running daily/monthly cashbooks and month-end reports;
- Processing insurer & supplier payments;
- Banking.

Co-ordination

- Overseeing the day-to-day activities of the office, maintaining stationary supplies, organising deliveries, ensuring efficient and safe operation of work environment;
- Running daily, weekly and monthly reports, updating various internal trackers, logs and spreadsheets;
- Analysing and producing reports relating to company performance including price analysis conversion ratios, revenue reporting and productivity analysis;
- Co-ordinating regular and one-off meetings including taking minutes, documenting actions and monitoring progress;
- Liaising with colleagues to roll out new processes and procedures, resolve issues and increase productivity;
- Other tasks associated with organising a team.

Compliance

- Assisting with regular internal audits;
- Preparing FCA monitoring data.

Operational/Management Tasks

- Management of Finance team members, helping with queries/ cover;
- Cover of management of Sales team in absence of Sales Team Lead.

Additional Duties

- Liaising with our customers, insurers and other partners in a friendly and professional manner from time to time;
- Writing processes, procedures, specifications and other documentation;
- Other reasonable tasks as required by the company.

Personal Specification

Academic:

- Strong academic background with preference for degree level candidate;
- 3 grade 'B's or above at A-Level are desirable, although not essential;
- CII qualified preferred but not essential.

Experience:

- Experience in book-keeping, accounting and Sage or other accounting software;
- Minimum of 2 years' experience, with a preference for 3+ years' experience;
- Experience in an IT, e-commerce or financial services environment desirable;
- Excellent computer skills with a high level of competency in all Microsoft Office packages including Outlook, Word, Excel and PowerPoint;
- Experience in a customer facing role desirable;

Capabilities:

- Numerate with excellent analytical and data interpretation skills;
- Strong character with excellent communication skills;
- Excellent problem-solving skills;
- Strong organisational skills with the desire to improve processes and procedures;
- Ability to work within a team and on own initiative;
- Confident and able to remain calm under pressure;
- Flexible approach to work;
- Ability to manage projects successfully against tight deadlines.

Remuneration

Apricot offers a competitive salary dependent on experience, performance bonus and pension and the opportunity to work in a hybrid working pattern.

Job Type

Permanent full-time

Reporting to

Managing Director