

Role Profile

1. JOB DETAILS:	
Job Title:	Insurance Administrator
Reports to:	Senior Manager - Finance
Direct Reports:	N.A.
Department:	Finance
Location:	Dubai
Grade:	F

JOB CONTEXT: Define organizational policy and other factors that have a critical impact on the job

ACCOUNTS RECEIVABLE LEDGER.

Supervise preparation of the accounts receivable ledger for AOIC Head office in order to provide a timely statement of account to the clients for their information and corrective action as required.

ACCOUNTS RECEIVABLE STATEMENTS.

Reconcile the accounts receivable statements of AOIC' s Head office, branch offices and the chief agency with the general ledger in order to highlight any variances for appropriate follow-up and corrective action by the concerned Management / staff.

MANAGEMENT REPORTS.

Provide assistance to the Finance Manager in collecting and compiling relevant data in order to facilitate preparation of reports related to underwriting and financial matters for timely submission to management for information and decision making as required.

FINANCIAL INFORMATION, STATISTICAL INFORMATION AND STATUTORY REPORTS.

Provide assistance to the Finance Manager in compiling and collating financial and statistical information reports in order to ensure timely submission to the relevant government departments to comply with the stipulated statutory requirements.

MONITORING OF BRANCH OFFICE REPORTS

Review and analyze the reports submitted by branches in order to verify their financial accuracy and assign an accounting effect to their respective transactions.

INSURANCE BROKER ACCOUNTS

Maintain and up-date the accounts of the insurance brokers in order to verify and highlight any variances for appropriate corrective action.

PREMIUM REGISTERS

Check the premium registers in order to verify the accuracy of records and identify variances for appropriate remedial actions

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications and Knowledge: Bachelor's degree or Higher Diploma.

Experience: 1-2 year of experience in Insurance industry.

Job-Specific Skills: Principles & practices of Insurance, Basic IT skills.

Behavioural Competencies: Good analytical skills. Good presentation skills & excellent communication skills.