



CANDIDATE-SE AQUI!

## Junior Controller (M/F) French

The role

The main objective of this role is to support our country teams in managing the finances.

### FUNÇÕES

Accurate, timely and efficient data entry and quality checking of cash receipts standards including give support to data cleansing and mass change processing projects.

Management of finance information;

Manage and run the direct debt process, to reconcile differences on client and broker accounts, disburse cash received, help recover and resolve outstanding, overdue debts and manage a small brokers portfolio.

Distribute monthly statements and correspondence of overdue accounts to our clients.

Provide support to other teams to cover absences and peak workloads.

Reconcile bank transactions with Finance Department.

### REQUISITOS

Baccalaureate qualification.

Proficient in written and spoken English and French.

Experience of working in an office environment, ideally in a multinational and multi lingual environment. This could include work experience as part of a training programme but is not essential.

Experience in credit controller is an advantage.

Evidence of an interest in a career in insurance is required.

Good computer skills including Microsoft Outlook and Excel skills.

Finance knowledge on the customer side is a plus.

### OFERECE-SE

Possibility after 12 months to work intern in the client;

Salary atrative (VB+SA+ EXTRA PREMIUM OF LANGUAGE)

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