

Job Description

Position Title: Treasury Assistant

Reports to: Treasury Manager

Location: London

About the Function:

The BMS Treasury team sits in the UK Finance function in London. As part of a team of three, the Treasury Assistant is an integral role in supporting and driving transaction management and liquidity services to the Group. BMS is seeking a numerically literate and ambitious individual who would like to develop and progress within a commercial finance role, supported by hands on training and development opportunities, including professional qualification support.

Key Responsibilities & Accountabilities:

- Daily review of client bank accounts, advising Insurance Accounts of all credit transactions not picked up by the Receipting Portal.
- Process client payment requests through appropriate EBS, utilising the pre-format facility as appropriate, accurately & in accordance with internal procedures.
- Post client payments to Eclipse promptly, following submission of payments to the banks.
- Review client accounts and investigate outstanding transactions. Ensure aged transactions are reported to the relevant team regularly.
- Review, administer and approve daily bank reconciliations for all client accounts in Intellimatch – ensuring reconciling items are resolved at the earliest opportunity.
- Prepare hard-copy bank reconciliations to support client money calculations.
- Administer the payment template libraries within the EBS's, ensuring client details are kept up-to-date and amendments/changes are regularly updated.
- Query resolution; liaising externally with banking partners and internally with back-office support functions.
- Manage shared treasury mailbox effectively and efficiently
- Assist with audit walkthrough and queries
- General administration (filing/scanning).

Functional & Behavioural Competencies required:

- Endeavour to ensure payments are approved/authorised within customary cut-off times.
- Provide all supporting documentation, when required, in a timely manner
- Adhere to company & regulatory policies & procedures together with mandatory training requirements.
- Intermediate Excel skills.
- Good communication skills.
- Willingness and dedication to learning new systems and processes.

- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined