



Allied World Assurance Company Holdings, AG, through its subsidiaries, is a global provider of innovative property, casualty and specialty insurance and reinsurance solutions, offering superior client service through a global network of offices and branches.

All of Allied World's rated insurance and reinsurance subsidiaries are rated A by A.M. Best Company, A by Standard & Poor's, and A2 by Moody's, and our Lloyd's Syndicate 2232 is rated A+ by Standard & Poor's and Fitch.

www.awac.com

Written applications with a detailed CV should be sent in confidence to the:

Human Resources Manager
Either Dublin office or London
3rd Floor George's Quay Plaza,
George's Quay, Dublin 2

Or email:
Aideen.quinn@awac.com or
hayley.grierson@awac.com

*Allied World Assurance Company,
Ltd is an Equal Opportunity
Employer*

Assistant Accountant - Dublin

Company Information

We have over 1400 talented and loyal employees working in 19 offices globally that service clients throughout the world. Our employees share our passion for progress and success, and we are looking for talented committed people to join our team. Our generous benefits package includes: Health and Dental Insurance, Pension Plan, Life Assurance and Long Term Disability.

Job Summary:

- **Preparation of monthly management accounts**
- **Posting journals to the general ledger system**
- **General ledger reconciliations**
- **Bank reconciliations**
- **Preparation of statutory accounts and regulatory filings**
- **Preparing employee expense journals and recons; and dealing with related queries**
- **Assisting with the accounts payable function and operating cash books**
- **Preparation of weekly cash position reports**
- **Processing payment requests from the claims department**
- **Processing IPT data and payment**
- **Preparing VAT returns**
- **Responding to internal/external queries on financial data/reports**
- **Ensure compliance with established S.404 (SOX) procedures as they pertain to the finance department**
- **Monthly ad-hoc reporting**
- **Ad-hoc administrative duties and projects**

Education, Skills and Experience:

- **The ideal candidate will have a minimum of one to two years office experience in a finance department**
- **Registered with an Accounting body (e.g. ACCA, CIMA etc.) to complete professional qualification**
- **Excellent PC skills with a good working knowledge of Excel**
- **Previous experience working in an insurance/re-insurance environment would be an advantage but not essential**
- **Good communication and interpersonal skills**
- **Team player with ability to meet weekly, monthly and quarterly reporting deadlines**
- **Good time management**
- **Ability to organize and prioritise workload effectively**