

## **Finance Analyst – Accounts Payable, Cash Management and Treasury**

### **Ayvens Insurance**

**Location: Leopardstown, Dublin 18**

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#### **Job Purpose**

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The Finance Analyst will work as part of the Finance team of Ayvens Insurance to ensure an efficient service is delivered to all parties both internally and externally

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#### **Responsibilities will include but are not limited to:**

- Responsible for daily Accounts Payable activities – processing incoming AP invoices on Cevinio (Accounts Payable tool) and SAP GL, initiating payments run
- Responsible for daily Banking and Cash Management activities – preparation of the daily Cash management position and the timely reporting to the relevant parties
- Responsible for updating the General Ledger with investments transactions (Deposits & Bonds), invoices, receipts, incoming and outgoing banking transactions.
- Responsible for daily Banking and Cash Management activities – preparation of the daily Cash management position and the timely reporting to the relevant parties
- Responsible for daily Treasury activities – requesting rates on deposits placements, proposing deposit placements for approval, placing approved deposits with the Financial Institutions.
- Assist in preparing insightful reports to analyse investment performance.
- Updating the General Ledger with journals, investments transactions (Deposits & Bonds), invoices, receipt, etc.
- Responsible for completing monthly control reconciliations.
- Support month end closing activities, ensuring accuracy and timeliness.
- Take part in ad-hoc financial projects and process improvement activities as required.
- Support of annual Group, Statutory or other audit activities as required
- Support of Risk and Compliance related activities
- Support on the preparation of presentations and analysis as required

#### **Knowledge & Skills**

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##### **Knowledge**

- Strong academic history, minimum of a Bachelor's degree in Finance or similar qualification
- Strong customer service skills and willing to work in an international environment
- Pursuing accounting qualification is a plus

##### **Skills**

- Excellent analytical skills and problem-solving skills
- Excellent IT skills
- Excellent interpersonal and communication skills with an ability to work across departmental and organisational lines
- Ability to operate within strict reporting deadlines
- Strong time management and organisational skills with an ability to prioritise workload and multitask several initiatives at the same time
- Excellent team player who fully participates in and supports departmental initiatives