



Let's care for tomorrow
For sharing ideas and taking action..

GENERAL INSURANCE CASHIER

 **LOCATION**
UNION PLACE

We are seeking an individual to support the day-to-day operation in Finance department and collaborate with the receipting team (cheque) by fulfilling assigned tasks to the team.

Key responsibilities

- Receipt premium related payments for broker/leasing/MKT/customers within 24 hours.
- Communicate to relevant parties and rectify the issues if any disputes related to Premium receipting.
- Prepare commission statements according to payment remittance.
- Provide debtors statements to respective marketers, agents & brokers.
- Arrange internal refunds among the systems.

Key Benefits

The ideal candidate can look forward to a rewarding career coupled with advanced training opportunities and attractive remuneration package, great exposure for global and multinational practices.

 **LEVEL**
ASSISTANT

Key requirements

- GCE A/L qualification.
- A part professional qualification in Accountancy or Finance or any relevant qualification will be advantageous.
- Proficient in MS Office packages.
- Ability to handle data with high accuracy.
- Strong analytical skills, detail-oriented.
- Excellent time management skills.

Let's care for tomorrow.

Join Allianz.

Send your CV to;

careers@allianz.lk (Please mention the post you apply on the subject bar of the email)