

German Speaking Finance Assistant

This is a unique and exciting opportunity to join Freedom Health Insurance – a trusted independent private medical insurance company based in Poole, Dorset which is rapidly growing both in the UK and internationally. We are looking to strengthen and expand our presence in the private health insurance market and deliver outstanding customer support. That is why we are looking to recruit a German speaking financial professional to join our team and help us achieve our goals.

About the role

As the German Speaking Finance Assistant, you are responsible for the smooth running of day-to-day aspects of German business. You will be dealing with sensitive information so a high level of confidentiality must always be carried out.

Key responsibilities

- Liaise with customers by phone and email to collect outstanding payments and answer various queries
- Record and allocate payments with a high degree of accuracy
- Report regularly to brokers on arrears and any other developments
- Process and input new business in a timely manner to meet deadlines

Education and experience

- Able to speak conversational German and the willingness to further learn the language or be fluent in German.
- Keen to have a finance-focused role.
- Credit control experience will be highly advantageous, but not essential.
- Excel skills including pivot tables and lookups are desirable.
- Studying AAT would be very relevant to this position but not essential.

Personal characteristics

You will be a natural problem solver, with high attention to detail, who is keen to learn new skills, work in an office environment and thrive in a busy role. You will need to enjoy working with people and be adaptable to different scenarios.

What you get in return

You will join a dynamic and growing business with an inclusive and positive company culture build on family values that continue to be the backbone of everything we do. You will get:

- A competitive salary depending on experience and discretionary bonus
- 25 days' annual leave plus bank holidays
- Employee private medical insurance
- An employee pension scheme

This is an office-based role located in Westbourne with off street parking close by and commutable by train. The working hours are 9am to 5:30 pm.

To apply, please send your CV to Lynne Heath at l.heath@freedomhealthinsurance.co.uk