

Finance Assistant – Part time

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.

About the role

As one of a small team of three Finance Assistants, you are responsible for the smooth running of the day-to-day aspects of credit control function. This would involve data entry, invoicing, general correspondence, and some telephone enquiries. You will be dealing with sensitive information so a high level of confidentiality must always be carried out.

Key responsibilities

- Process new business and premium renewals in a timely manner to meet deadlines
- Liaise with brokers/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

Education and experience

- 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.
- Able to speak conversational German and the willingness to further learn the language or be fluent in German (desired)

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 built on family values that continue to be the backbone of everything we do. You will get:

- A competitive salary depending on experience
- 25 days' annual leave plus bank holidays (pro rata calculation will apply for part time position)
- 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. This is a part time position (up to 25 hours a week).

To apply, please send your CV to Finance Manager, Julia Kajumova at j.kajumova@freedomhealthinsurance.co.uk