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## Credit Control Analyst

Our client, Fidelis Insurance Holdings Ltd., is a global provider of specialty insurance and reinsurance through its Bermuda, London and Dublin entities. Fidelis is rated A (Excellent) by A.M. Best Company, Inc.

Reporting to the Credit Control Manager, the successful applicant will take ownership for all credit control matters for the relevant entity, managing debt recovery, query resolution, cash allocation of reinsurance balances and to resolve unallocated cash items within set timeframes.

### Duties & Responsibilities:

- Maintain and be solely responsible for the entry and accuracy of data within the underwriting system of record for the relevant Fidelis entity, including the processing of the automated Xchanging messages
- Create and allocate manual and Xchanging cash vouchers, ensuring unallocated cash balances are reconciled and cleared in a timely manner
- Collect premiums in accordance with the Company's credit control procedures and allocate cash appropriately in the underwriting system
- Effective account management through the establishment of good working relationships with our broking partners
- Prepare and analyse reports covering aged debt and unallocated cash to be presented and reviewed at the monthly credit control review meetings
- Accurately complete monthly bank reconciliations, ensuring identified reconciling items are cleared in a timely manner
- Maintain and improve internal controls and procedures documentation
- Contribute to the successful completion of internal and external audits by taking ownership of credit control matters and providing supporting documentation when required
- Keep Credit Control Manager and Financial Controller fully informed of the status of any projects assigned, as well as relevant accounting-related issues that may arise from such projects
- Ad hoc projects as required

### Minimum Qualifications, Skills & Experience

- 3 years of previous experience gained in an insurance/reinsurance operations environment
- Working knowledge of the Xchanging messaging service and Insurance Premium Tax (IPT) is preferred
- Ability to work effectively as part of the wider finance team and collaborate with other key stakeholders across different functions within the organization
- Strong knowledge of the Microsoft Suite of applications with advanced Excel skills
- Ability and willingness to work extended working hours and weekends as needed

To apply please send your résumé to [bdajobs@expertisegroup.com](mailto:bdajobs@expertisegroup.com) or view our active roles online at [www.expertisegroup.com](http://www.expertisegroup.com).

All enquiries will be dealt with in strict confidence.

**Closing Date: January 15, 2021**

