



Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking for an experienced person with exposure of having worked in technical and general accounts.

Overall Objective: To support Technical and General Accounts function with a focus on reporting , processing, controls and operations applicable to technical and general accounts of business underwritten by the Corporation on a day to day basis.

Current Vacancy: **Accountant (Technical and General) Department (1 Position)**

Position: **Assistant Administrative Officer / Senior Superintendent**
Full-Time position

Requirements :

- Experience & Aptitude :
 - Preferred at least 3 years experience in re/insurance accounting and/ or General accounts
 - Age not more than 35 years but may be relaxed for eligible and suitably qualified candidate
 - Bachelor's / Master's Degree in Accounting and Finance
 - Possess CPD license

Skills:

- Ability to manage own workload and to work both supportively and jointly with colleagues
- Use of communication skills in English both written and verbal and presentation to meet business needs.
- High degree of attention to detail and accuracy .
- IT Skills : Generic – MS Word, MS Excel, MS Power Point , MS Outlook General Software

Job description: To assist Head of Accounts and Finance to carry out Technical and General accounts function involving following:

- Data entry in the Corporation RMS system in respect of SOA received after checking with the treaty/fac slips and also for Portfolio withdrawals & entries, profit commission and Premium and Loss reserves.
- Carry out necessary correspondence independently in respect of Technical accounts matters including high claims, Adjustment premium statement, missing statements , cash loss refund and any other associated follow up.
- Data entry in respect of processed claims and outstanding treaty reserve in the Corporation RMS system
- Maintain general accounts in SUN system.
- Taxation and filing returns
- Prepare pay roll and maintain fixed assets register
- Coordinate with auditors

Salary Scale:

Assistant Administrative Officer	: 495,000 - 26,563 - 893,445
Senior Superintendent	: 346,250 - 22,790 - 688,100

Term of Office: Permanent Staff with one year probation
Appointment is subject to satisfactory evidence of good health.

Application with duly filled application form and detailed CV should be sent for the attention of Thararat Pemsanga on or before 31st May 2020

17th Floor, Tower B, Chamnan Phenjati Business Center, 65 Rama IX Road, Huaykwang, Bangkok 10320, Thailand
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(For further information please contact : Khun Thararat)