



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 Vacancies: **Accounts (Technical and General) Department (1 Position)**

Position: **Administrative Officer**

Full-Time position

Requirements : **Experience & Aptitude :**

- At least 3 years experience in re/insurance accounting and General accounts
- Ability to handle a multicurrency portfolio
- Age not more than 35 years
- Bachelor's / Master's Degree in Accounting and Finance

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

For otherwise suitable candidates, the age and qualification criteria may be relaxed.

Remuneration: Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

<u>SALARY SCALE</u>	<u>Initial/Annual</u>	<u>Increment/Annual</u>	<u>Limit/Annual</u>
Scale	US\$ 23,200	\$ 1,704	\$ 48,760

Salary and Allowances of expatriates are free of Income Tax.

Allowance and Benefits:

<u>Medicare</u>	:	Staff Members are insured under a limited health insurance scheme.
<u>Provident Fund</u>	:	Staff Members contribute 5 pct. of basic salary. Corporation contributes 6 pct. of basic salary during the first 5 years and thereafter up to 10% depending on years of service.
<u>Housing</u>	:	Allowance of 5 pct. of basic salary.
<u>Perquisites</u>	:	Discretionary bonus, leave encashment as per Corporation rules.

Additional Allowances and Benefits for internationally recruited officer

<u>Housing:</u>		Expatriates who incur rental expenses in excess of 5 pct. of salary shall be reimbursed up to a maximum of further 15 pct. of their basic salary on presentation of documentary evidence .
<u>Home Leave</u>	:	Home leave travel costs are provided for staff members, spouse and dependant children once every two years.
<u>Installation Grant</u>	:	a) Except for those who normally reside in the host country, staff members appointed for one year or more shall receive an installation grant on the following basis : i. US\$ 59.00 daily for staff member for thirty days. ii. US\$ 29.50 for each dependent who is accompanying or joining staff member for thirty days. iii. Lump sum payment of US\$ 300 for each up to a maximum of four persons including staff member b) On appointment, change of duty station or separation, staff members shall be entitled to reimbursement of expenses in transporting personal effects and household goods in accordance with the rules of the Corporation.
<u>Term of Office</u>	:	4 year - contract on the basis that the service will be extended after first year only if work and conduct found satisfactory. Renewal after 4 years subject to review of performance and requirements.

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 Piamsanga on or before 24th December 2020

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