

Insurance Administrator - Finance (Permanent Position)

Location: Leopardstown, Dublin 18

Company Background

Ayvens Insurance is part of the Ayvens group, a leading provider in mobility services with 3.3 million vehicles under management worldwide. Euro Insurances DAC (trading as Ayvens Insurance) offers fleet insurance solutions to Ayvens operating entities.

The Ayvens brand was launched in 2023, following the merger of ALD and LeasePlan leasing groups to create a market leader in mobility. Ayvens Insurance incorporates legacy insurance books from the ALD and LeasePlan groups.

Ayvens Insurance is part of the Societe Generale Group.

Job Purpose

The Insurance Administrator will have responsibility for the timely and accurate processing and reconciliation of the Premium, Claims, and related transactions to support Ayvens Insurance, our clients (AYVENS leasing entities), our reinsurers, and our claim handlers' reporting and cash flow management. The role will be part of the Ayvens Insurance Finance Team.

Responsibilities will include but are not limited to:

- Contact person for several portfolios for Ayvens entities within the Group as well as Third Party clients
- Complete premium validation checks for Annual Plan, Quarterly forecasts, and Year-end figures.
- Processing and completion of all aspects premium and commission invoicing and assistance with the resolution of relevant data queries or issues
- Processing and completion of all aspects of claims, other program costs and claims handling invoices in line with end-to-end process
- Processing and completion of Insurance Premium Tax (IPT) payments. Ensure all received from outsourced service provider under SLA and IPT deadlines in line with end-to-end process
- Management of relationship with Tax services outsourcing provider.
- Provide support with the Reinsurance tasks i.e. Claims reporting
- Supports Budgeting and Reforecast activities.
- Control of monthly, quarterly, and annual returns completed by Ayvens Insurance fiscal representative together with proof of payments.
- Prepare reconciliations within set timeframes for both Claims Paid and Claims Fees. Identify and investigate reconciliation differences for correction – focus given to attention to detail when compiling submission. Identify candidates for Reverse Billing in conjunction with the Claims department.
- Input to Regulatory reporting as required.
- Regular review and update of the documentation and on SharePoint
- Adhere to operational processes and procedures and identify areas for improvement in current procedures and make recommendations.

- Develop key relationships with Business Partners and maintain appropriate contact logs.
- Any other tasks or projects as required.
- Attend and complete IT Security training and any other Ayvens Insurance/Ayvens/Societe General training as required.

Knowledge /Skills

- 2 - 4 years of experience in the Insurance industry, particularly Motor insurance would be beneficial
- Excellent working knowledge of Microsoft Office is essential, in particular Microsoft Excel
- Third-level qualification in Business, Finance, Analytics, Maths, Science or Insurance is preferred
- Attention to detail and ability to take ownership of key activities
- Excellent analytical skills with a high degree of accuracy
- Ability to prioritise work to meet transaction and reporting deadlines
- Being proactive and ability to work on own initiative
- Team player who will play an important role as part of a small highly specialised team
- Proven ability to build and maintain relationships
- Very good verbal and written communication skills

Ayvens Insurance is an equal opportunities employer.