



*'Solving Tomorrow's Problems Today'*

Fraser Fontaine & Kong Limited Insurance Brokers invites applications from suitably qualified persons to fill the position of **CASH RECEIVABLES OFFIER** as outlined below:

#### ***CORE FUNCTIONS***

- This position is responsible for receipting, allocating and lodging all funds.
- The incumbent is also responsible for the maintenance and monitoring of cashiering stationery and supplies.
- Acts as custodian for a petty cash float.

#### ***QUALIFICATION & EXPERIENCE***

1. Diploma/Degree in Business Administration, Accounting, Finance, Management or equivalent
2. Two (2) to three (3) years overall working experience preferably in accounts in the Insurance industry.

#### ***REQUIRED COMPETENCIES***

##### **Core**

1. Good customer service management skills
2. Good oral and written communication skills
3. Good interpersonal skills
4. Attention to detail and accuracy in work
5. Very high level of integrity
6. Self-motivated and demonstrate personal responsibility and accountability

##### **Technical**

1. Working knowledge of basic accounting with an emphasis on cash reconciliation
2. Good knowledge of Microsoft Word and Excel plus familiarity with the internet and accessing information
3. Functional knowledge of Insurance Broking software
4. Ability to use basic office systems
5. Ability to use electronic banking payment methods
6. Compliance with organization and regulatory policies and procedures.
7. Compliance with standard accounting practices.

Applications should be emailed or sent to:

**The Human Resources Manager  
Fraser Fontaine & Kong Limited  
28 Pawsey Place, Kingston 5  
Email: [hrd@ffkja.com](mailto:hrd@ffkja.com)**

Please note that only short-listed candidates will be contacted.