



VIG Re, the reinsurance company of Vienna Insurance Group, is a dynamic company with various international operations in Continental Europe. We are looking for a new team member who will accompany our Prague team to the next step in our strategic growth.

Our company culture is young, international and colourful. We work hard, but we also like having fun. Please check out our website www.vig-re.com for more information about us.

ACCOUNTING ASSOCIATE

Your main responsibility in this role will be processing of reinsurance accounts (reinsurance bordereau), booking of the accounts and support of activities of Reinsurance Accounting Department. There is always something to improve so besides your usual agenda you will also participate on development of our IT tools and internal processes. The position is especially suitable for university graduates or candidates with maximum 3 years' experience, but we would be happy to interview anyone who would fit well in the team.

Your Tasks

- Daily communication with our business partners worldwide and booking of reinsurance contracts
 - Verification of received accounts
 - Booking premiums, final accounts and claims in SAP
 - Identification of payments and solving of payment discrepancies
 - Sending reminders for open balances
- Administrative support of the Department
 - Preparing accounts in the internal system and confirmations of open balances
 - Communication with external parties
 - Support of the closing process (booking, controls)

Our Expectation

- High school/university education preferably in finance, economics or accounting
- Experience/knowledge in field of insurance/reinsurance is of advantage
- English on advanced level, knowledge of other European languages is of advantage
- Responsibility and reliability
- Ability to work well independently and as part of the team
- PC skills - MS Office, you will need SAP, but we will teach you how to use it

We Offer

- Opportunity for professional development in one of the leading insurance groups in Central and Eastern Europe
- The opportunity to contribute essentially to overall company direction and development
- Attractive, performance-oriented remuneration package and an extensive package of benefits
- Flexible working hours
- Work in an international team with workplace in the heart of Prague

Contact:

VIG RE zajišťovna, a.s.
career@vig-re.com

Send us your CV in English.

We look forward to meeting you!

You can find information about the way we process your personal data at our website at the following [link](#).