



VIG Re, the reinsurance company of Vienna Insurance Group, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; 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, booking of the accounts in the system and support of activities of Reinsurance Accounting Department.

Your Tasks

- Booking of accounts in the internal system
 - Verification of received accounts
 - Booking premiums, final accounts and claims
 - Identification of payments
 - Solving of payment discrepancies with external parties
 - Sending reminders for open balances
- Administrative support of Department
 - Preparing accounts in the internal system
 - Preparing 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 an advantage
- English and French on intermediate level, knowledge of other languages is of advantage
- Responsibility and reliability
- Ability to work well independently and as part of the team
- PC skills - MS Office

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
- An extensive package of benefits
- Flexible working hours
- Work in an international team
- Workplace in the heart of Prague

Contact:

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

Send us your CV in English language. We look forward to meeting you!