



TOR for Asst. Manager-Accounts Department

1. On receipt of the documents (SOA, MDP statements, FAC closings),
 - Check for the Original SOA
 - If broker have not produced Original SOA, Ask for the same.
 - If given, confirm the share and deductions with Reinsurance team.
 - Once Reinsurance team confirms that all are in order
 - Compare Original SOA and Brokers debit note
 - If all the calculations in order, then reply them with signed document.
 - Enter the same in system and create account ID.
2. For the amount due to us, follow up with broker for remittance. Follow up can be repeated every 15 days.
3. Once we receive the amount, make system entry and create settlement ID.
4. Also, the same have to be checked with bank and make sure the amount is transferred into our account.
5. In case the overall balance is negative and we have to make payment, take all prior approvals from authorities.
6. Make the payment to broker with prior approval of authorities, apprise the broker accordingly and do the entry in the system for creating settlement ID.
7. The same process has to be followed for payment of Profit commission, Sliding scale commission etc., (for Proportional treaties). In case of Profit commission payment and Sliding scale commission payments, confirmation of share and deductions need to be confirmed by reinsurance team before payment.
8. Give one copy of payment slip to concerned person in underwriting department in the case of claim payment.

Qualification

✓ Must have Bachelor's degree in BBA/BCom with minimum of 60% aggregate, minimum of 60 % in Class X and XII (English + best 4 subjects for Class X & English +best 3 subjects for Class XII).



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GIC-Bhutan Reinsurance Co. Ltd.
Reinsurance with Professionalism, Trust & Reliability

----- *An ISO/IEC 27001:2013 Certified Company* -----

✓ Fresh graduate

Remuneration

✓ Basic Pay of Nu.17,000/-

✓ Fixed Communication Allowance; Nu.2500/-

✓ Fixed Conveyance Allowance; Nu.4000/- ✓ HRA:10 % of basic pay.

✓ Other entitlements as per the GBRL's ISR

