

JOB DESCRIPTION: Junior Accounting and Claims Analyst (80- 100%) – Toa Re Europe

Form of employment: Permanent

Level of employment: 80-100%

Location: Zurich

This is a great opportunity to join a growing and dynamic European reinsurance organization. Toa Re Europe (TRE) is a fully-fledged boutique reinsurance operation located in Zurich with approx. 25 employees. It is the single European entity of the leading Japanese reinsurer Toa Re and serves insurers and brokers of the European, Middle East and African markets.

At TRE, our value proposition combines Swiss efficiency with Japanese long-term commitment. Our ambition is to be a reliable, technical, and long-term partner to our clients. We also strive to be a fair and socially conscious employer.

The successful candidate will not only be a key contributor to the day-to-day activities of the Finance team but will also have a key role in developing the finance, technical accounting and claims functions further while implementing best practices, as well as assisting in operational tasks of a licensed reinsurance company.

As part of TRE's Finance team, we will count on you to:

- Take a strong role in the day-to-day accounting tasks, both technical accounting and claims administration including system entries, validation, analysis, clarifying of discrepancies, reconciliations, remittances, cash pairing and relevant reporting
- Contribute to the quarterly financial closing process including reporting
- Participate in relevant accounting and finance related projects e.g., automatization of core operations processes
- Communicate and provide relevant accounting and claims booking information to both internal and external stakeholders
- Take an important role with administrative tasks, such as management of business partner information, system improvements/testing, process set-up and documentation
- Support the Underwriting and Finance teams with overviews and analysis of claims information
- Monitor delivery chain on information to insure all deadlines are upheld
- Ensure full compliance with regulatory and group requirements
- Stay abreast of any accounting, regulatory and market developments

What you bring

- Commercial Apprenticeship (ideally in re/insurance company) or equivalent
- Strong IT skills: Excel and MS Office particularly
- A flair for numbers coupled with a desire to work in the finance/accounting field
- Strong analytical skills with an ability to prioritise and pragmatically approach problem-solving

- Effective and empathetic communication across disciplines and levels
- Rigorous, proactive, and highly collaborative mindset
- Fluency in English, as well as knowledge of German or French an advantage

Our offer

Our dynamic team sits in newly constructed offices in the vibrant Seefeld area of Zurich. We offer a competitive benefits package, which includes six weeks of paid holiday per year, and encourage our employees to undertake learning opportunities and further studies to increase and develop their knowledge. We strive to maintain a close-knit, supportive working environment.

We look forward to receiving your CV and application documents by e-mail to Andreas Brauchli, andreas.brauchli@toare.ch

About Toa Re Europe

At Toa Re Europe, our value proposition combines Swiss efficiency with Japanese long-term commitment. Our ambition is to become a preferred partner to our clients and develop together with them by providing optimal reinsurance solutions. We put our clients' needs in the center of everything we do by adopting their viewpoint and placing greater emphasis on their specific and ever changing requirements.

Toa Re Europe is a Swiss-licensed reinsurance company established in 2002. It is registered under the legal name The Toa 21st Century Reinsurance Company Ltd., a wholly-owned subsidiary of the leading Japanese reinsurer The Toa Reinsurance Company Ltd. Toa Re Europe benefits from a parental guarantee for its reinsurance obligation. This guarantee is unconditional. Toa Re Europe offers non-life and life reinsurance capacity to insurers and brokers of the European, Middle-East and African markets.