

Treasury Assistant – 12 month fixed term contract

London (hybrid)

About BMS Group

BMS is a dynamic, independent, global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong, local focus and understanding of market needs.

Our teams are respected globally for their specialist market knowledge, intelligent analysis and insight. Our people strive to be 'the best in class' and with an innovative approach and their entrepreneurial thinking, our clients truly benefit from better solutions to policy development and placement.

Being independent makes a key difference to our clients, giving our brokers the freedom to deliver the best solutions, tailored to meet their business needs. Coupled with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Summary of Position

The Treasury Assistant provides administrative and operational support to the Treasury team, assisting with daily cash management activities, banking administration, treasury reporting, and transaction processing. The role is responsible for ensuring treasury records are accurate, payments are processed efficiently, and banking activities are completed in accordance with company policies and internal controls.

This position is ideal for an individual looking to develop a career in treasury, finance, or corporate banking while gaining exposure to cash management, liquidity planning, and treasury operations.

Key Responsibilities & Accountabilities

Cash Management Support

- Assist in monitoring daily cash positions and bank account balances.
- Prepare daily cash reports for the Treasury team.
- Assist with intercompany funding and cash transfer requests.

Banking Administration

- Maintain bank account records and bank mandate documentation.
- Assist with bank account opening, closing, and maintenance activities.
- Liaise with banks regarding routine operational matters.
- Monitor banking portals and download account statements.

Payment Processing

- Prepare and process treasury-related payments in accordance with company procedures.
- Verify transaction details and supporting documentation.
- Support payment approvals and ensure timely settlement of transactions.
- Investigate and resolve payment issues and banking queries.

Treasury Reporting

- Compile treasury reports and assist with treasury reconciliations.
- Maintain treasury spreadsheets, databases, and filing systems.
- Assist with preparing information for management reporting.

Compliance and Controls

- Ensure treasury activities comply with internal policies and procedures.
- Maintain accurate records of treasury transactions.
- Support internal and external audit requests.
- Assist in monitoring compliance with banking and treasury controls.

Treasury Systems and Process Support

- Update treasury management systems and banking platforms.
- Identify opportunities for process improvements and efficiencies.
- Support system testing and treasury projects when required.

What we're looking for

- Suitable candidates will have experience within payment processing, dealing with bank reconciliations and general query resolution
- Experience using Kyriba treasury management system would be advantageous but by no means essential
- Intermediate Excel skills
- Good communication skills
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - We put clients first
 - We work as one
 - We find a way
 - We sweat the details
 - We take ownership

What's in it for me?

This is a fixed term contract role, offering a competitive salary and bonus, 27 days holiday, plus access to our personalised benefits platform, Your Rewards, including:

- comprehensive private medical cover for you and your dependents
- complimentary annual health checks
- access to a virtual 24hr GP
- gym subsidy & dedicated wellbeing support
- retail discounts
- opportunity to purchase equity
- defined contribution pension
- extra day's leave to celebrate your birthday

Through our Diversity, Equity and Inclusion (DEI) vision, we are committed to 'building a culture of belonging for all, valuing diverse perspectives and embracing authenticity.' As such, we have created our 'BMS Together' programme, with dedicated training, collaborative committees and intentional partnerships. In support of our ESG vision, we offer two additional paid days each year to take part in charitable work.

BMS offers flexible and hybrid working policies and we're happy to discuss options with you upon application. Please let our team know if you require any adjustments to support you through the application process.

To apply to this opportunity, please forward your CV and any supporting documents to: joinus@bmsgroup.com

BMS Group Ltd