

Job Description

Job Title:	Insurance Administrator
Job Grade:	9
Office:	Aon Insurance Managers (Guernsey) Limited
Reports to:	Insurance Manager

Overall Purpose

A role in the White Rock team servicing a panel of Insurance Linked Security (ILS) and White Rock cell clients. This area of the business has been a significant growth area for Aon and we would like to take on a new insurance administrator / senior administrator to join the team.

The candidate will be assisting the insurance manager in the day-to-day underwriting and claims administration with the aim of ensuring that client business strategies are achieved and excellent service is delivered at all times.

The role will be varied and the successful candidate will gain invaluable technical ILS expertise which will allow for excellent career progression in the industry. Taking professional exams is very much encouraged and will be facilitated by the company.

Principal Responsibilities

- Assist in the day to day management of White Rock underwriting and claims matters. This will involve working closely with the Insurance Manager and assisting them as and when necessary, the aim of which is to ensure all Aon and client deadlines are met and always deliver an exceptional standard of client service.
- Monitor the renewal deadlines for all White Rock clients and be proactive in starting renewal process.
- Assist with re/insurance contract and reinsurance trust agreement wording reviews for new and renewing business.
- Receive and review claims bordereaux and other loss information received from brokers. Preparation of claims authorization forms.
- Assist with the maintenance of a deal monitor system including but not limited to inputting data from reinsurance contracts, extracting usable information and manipulating data for the benefit of our clients.
- Assist with the preparation of insurance related items for board packs. Attendance at strategy meetings.
- Ensure that all Aon and client deadlines in respect of insurance administration, underwriting and claims are met at all times, within the requisite procedures and practices and to the agreed service levels.
- Work closely with team colleagues to ensure accurate and prompt premium receipts, reinsurance recoveries, commissions and brokerage payments.
- Ensure contracts and related underwriting information are uploaded onto Aon's secure online intranet portal.

- Correspond professionally with external parties such as clients, brokers, lawyers, actuaries, banks, investment managers and cedent insurance and reinsurance companies.
- Follow the office procedures manual and company specific procedure manuals. Identify efficiencies in working practices and implement them
- Various ad hoc projects.

N.B. This is not an exhaustive list of responsibilities, but a broad overview. Consequently, the duties over time, may have to reflect changes as organisational structures within the Company/department alter.

Experience

Previous insurance / financial experience is desirable but not essential.

Qualifications

On-the-job training will be provided and any studies towards CII qualifications will be supported.

Knowledge and Skills

- Be a good team player
- Good knowledge of Microsoft Word and Excel
- Excellent interpersonal skills, demonstrating the ability to communicate and interact with both colleagues and clients
- Ability to use initiative, be self-motivated and enthusiastic.
- Possess excellent time management skills and the ability to work to deadlines.
- Commitment to continuous personal development.
- Willingness to go the extra mile to deliver excellent client service.