

Job Description

Job Title:	Senior Insurance Technician
Job Grade:	8
Office:	Aon Insurance Managers (Guernsey) Limited
Reports to:	Insurance Manager

Overall Purpose

A role in the service team for Guernsey's first A.M. Best rated commercial catastrophe reinsurers, Kelvin Re and Humboldt Re.

This area of the business is a very significant growth area for both Aon and Guernsey and we would like to take on a new insurance administrator to join the team and help continue this expansion. The candidate will be assisting the underwriting and claims teams in the day-to-day insurance administration of the business with the aim of ensuring client strategies and objectives are properly executed and exceptional client service is provided at all times.

The role will be varied and the successful candidate will gain invaluable technical reinsurance experience 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

1. Assist in the day to day management of Rated Re underwriting and claims reviews and recording. This will involve working closely with the Insurance Managers and assisting them as and when necessary, the aim of which is to always deliver an exceptional standard of client service.
2. Assist with the maintenance of an insurance management system including but not limited to inputting data from reinsurance contracts, extracting usable information and manipulating data for the benefit of our clients.
3. Reviewing and statistically analysing monthly claims bordereaux and other loss information received from reinsurance brokers.
4. Contract wording reviews for new and renewed business.
5. Assist with the preparation of the underwriting committee and claims committee packs.
6. Ensure that all Aon and client deadlines in respect of insurance administration, underwriting and claims are met, within the requisite procedures and practices and to the agreed service levels.
7. Working closely with the finance team to ensure premium aged debtor reports are up to date and accurate to allow efficient month end reporting.
8. Ensuring all reinsurance contracts and related underwriting information are up uploaded onto the Aon's secure online intranet portal.

9. Corresponding professionally with external parties such as clients, brokers, lawyers, actuaries, banks, investment managers and cedant insurance and reinsurance companies.
10. Assist with queries from auditors during the year end audit process.
11. Following the office procedures manual and company specific procedure manuals.
12. 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

1. Be a good team player.
2. Excellent knowledge of Microsoft Word and Excel.
3. Excellent interpersonal skills. Good verbal and written communication skills essential.
4. Ability to use initiative, be self-motivated and enthusiastic.
5. Possess excellent time management skills and the ability to work to deadlines.
6. Commitment to continuous personal development.
7. Willingness to go the extra mile to deliver excellent client service.