

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Binding Authority Technician</b>
<b>Reports to:</b>	<b>Associate Director</b>
<b>Business Unit:</b>	<b>Technical and Binding Authority Department</b>

<b>Job Purpose:</b>	<p>To provide support and work on all aspects of CSP, subsidiary and sponsored companies' existing and new Coverholders and their binding authorities. This will include the provision of basic technical support to the clients via the producers, the business units within CSP and those connected companies.</p> <p>The role will also involve assisting in the general development of the Technical Department in all aspects.</p>
<b>The team:</b>	The Binding Authority team consists of two dedicated team members and 5 others forming part of the wider Technical team.
<b>Key tasks:</b>	<p>Working within the team to provide accurate and timely completion of work to ensure that all clients are provided with a first class service.</p> <p>There is a host of day to day roles, functions and responsibilities including:-</p> <ul style="list-style-type: none"> <li>• Working with the team and supporting the production, maintenance and construction of new and existing Coverholders and their binding authorities in both the UK and abroad.</li> <li>• Liaison and communication with the prospective and existing clients, Underwriters, Lloyd's DAT and internally within CSP looking after the producers.</li> <li>• Classes of business include:- Travel, PA, Accident &amp; Health, Aviation, Marine and Non-marine Liability, Property, Marine Hull, War and Terrorism. These may develop as new opportunities arise.</li> <li>• Accurate preparation of MRC line slips and binding authorities, endorsements and all associated documentation, principally using LMA wordings and guidelines and ensuring LMG requirements are fully met.</li> <li>• Undertake the setting up, handling and administration of the company's own and third party binding authorities.</li> <li>• Maintaining Coverholder approval status, uploading documentation, carrying out annual compliance/attestation tasks using Atlas.</li> <li>• Monitor and chase the receipt of all required risk, premium and claims bordereaux from Coverholders, as determined under each contract.</li> <li>• Monitor premium income and aggregate exposures against the binding authority limits.</li> </ul>

	<ul style="list-style-type: none"> <li>• Presentation or transmission to underwriters and submission to Xchanging and dealing with any resulting queries.</li> <li>• Prepare Binding Authority reviews and presentations for internal and external discussion and where appropriate participate in them.</li> <li>• Attend and contribute to all Binding Authority and Technical team meetings.</li> <li>• Work with the team which reconciles accounts, bordereaux, declarations investigating any discrepancies with the relevant teams and respond to queries.</li> <li>• Develop and maintain relationships with Coverholders, Underwriters and other third parties to ensure all needs and requirements are met.</li> <li>• Raise and implement suggestions going forward to ensure smooth running and compliance with contract terms.</li> <li>• Create and maintain accurate records in Sector, DCOM, Atlas and Lineage and internal systems and issue all required documentation to Coverholders.</li> <li>• Preparation of Monthly risk and paid bordereau in V5.2 format</li> <li>• Reconcile accounts, bordereaux, declarations investigating any discrepancies with the relevant entity.</li> <li>• Prepare the necessary FDO LPANs and promptly submit contracts to XIS using the A&amp;S system, also help resolve any queries that may arise.</li> <li>• Generate statistical information, calculate, prepare and collection of profit commissions.</li> <li>• Work as a team to provide technical advice, support and guidance to other team members, teams, supported companies and clients.</li> <li>• Work with the IT team to provide requirements for systems, reporting and other functions.</li> </ul>
<p>Ideal skills and competencies:</p>	<ul style="list-style-type: none"> <li>• Teamwork with the ability to undertake all where the skills and competencies exist.</li> <li>• Ability to listen and learn quickly in areas where the expertise is lacking as training and guidance is available.</li> <li>• Conversant with Lloyd’s standard reporting requirements.</li> <li>• Coverholder applications, annual compliance/attestation and centralised compliance processes.</li> <li>• Xchanging processes, IMR, Insurance Portal.</li> <li>• Lloyd’s – DCOM, Crystal, Atlas and QA Tool.</li> <li>• MWL and LWR.</li> <li>• SSP Sector and GPM IBS.</li> <li>• Microsoft Office suite (Word, Outlook, Excel, PowerPoint) and ability to embrace other IT as available.</li> <li>• Good communication skills (written and verbal) and the ability to build and maintain professional relationships.</li> <li>• Well-developed administrative and organisation skills.</li> <li>• Ability to manage the workload and respond to changing priorities.</li> <li>• Excellent attention to detail and accuracy.</li> <li>• Mathematical, grammatical and spelling ability.</li> <li>• Proactive approach.</li> </ul>

<p>Ideal knowledge and experience:</p>	<ul style="list-style-type: none"> <li>• Previous binding authority experience.</li> <li>• Relevant Lloyd's and international regulatory requirements.</li> <li>• Experience of dealing with Lloyd's and underwriters' delegated authority teams.</li> <li>• Knowledge of the London Market.</li> <li>• Familiarity with Accident &amp; Health and Travel.</li> <li>• Proven understanding and knowledge of binding authority technical processing.</li> <li>• Familiarity working with bordereaux and associated requirements.</li> <li>• Knowledge and experience with SSP Sector and/or GPM IBS computer systems would be advantageous.</li> </ul>
<p>Qualifications:</p>	<ul style="list-style-type: none"> <li>• GCSEs including Maths and English grade C or above at DofE standard pass or above</li> <li>• Insurance qualifications would be advantageous</li> <li>• Ideally should be looking to undertake and complete the CII exams</li> </ul>