

JOB DESCRIPTION

Job Title:	Binding Authority Technician
Reports to:	Associate Director
Business Unit:	Technical and Binding Authority Department

Job Purpose:	<p>To provide support and work on all aspects of CSP, subsidiary and sponsored companies' existing and new Coverholders and their binding authorities.</p> <p>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>
The team:	<p>The Binding Authority team consists of two dedicated team members and 5 others and forms part of the wider Technical team.</p>
Key tasks:	<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 roles, functions and responsibilities including:-</p> <ul style="list-style-type: none"> • 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. • Liaison and communication with the prospective and existing clients, Underwriters, Lloyd's DAT and internally within CSP looking after the producers. • Classes of business include:- Travel, PA, Accident & Health, Aviation, Marine and Non-marine Liability, Property, Marine Hull, War and Terrorism. These may develop as new opportunities arise. • 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. • Undertake the setting up, handling and administration of the company's own and third party binding authorities. • Maintaining Coverholder approval status, uploading documentation, carrying out annual compliance/attestation tasks using Atlas. • Monitor and chase the receipt of all required risk, premium and claims bordereaux from Coverholders, as determined under each contract. • Monitor premium income and aggregate exposures against the binding authority limits. • Presentation or transmission to underwriters and submission to

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

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