

**CRISPIN SPEERS AND PARTNERS LIMITED**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Claims Technician</b>
<b>Reports to:</b>	<b>Claims Manager</b>
<b>Business Unit:</b>	<b>Claims</b>

Job Purpose:	<p>Crispin Speers and Partners Ltd (CSP) is a leading Lloyd’s insurance and reinsurance broker providing solutions for UK and International clients.</p> <p>It operates in three distinct areas of Brokering for clients, Underwriting solutions through the Coverholder model and Sponsorships for those entering or requiring assistance with business services.</p> <p>We are looking for a Claims Technician to join our Claims team to share roles and responsibilities and develop leadership in certain assigned areas.</p> <p>While the Company places the majority of its business under Binding Authorities, direct claims are, on the whole, handled by appointed third-party claim Administrators/ Adjusters. Much of this role will involve handling claims information statistics and data received from our third-party adjusters, preparing them for internal and external use, and providing insurers via the London market bureau. However, as an active participant, the role will involve full participation in all claims matters across the spectrum of areas and for all clients in all classes.</p>
Key tasks:	<ul style="list-style-type: none"> <li>• Review, preparation and submission of Claims Bordereaux and claims into Lloyd’s and Company markets via CLASS / ECF</li> <li>• Loss Fund submission and management Production &amp; management of claims statistics and information, including individual Risk/ Client statistics and Power BI use.</li> <li>• Liaison with our own brokers, producers and traders along with Clients, Third Party Claims Handlers, Adjusters and our Third Party Coverholders</li> <li>• General office/admin duties within the team</li> <li>• Classes of business handled include All classes but with emphasis on consumer lines such as Accident &amp; Health, Travel, General Aviation and Reinsurance</li> </ul>
Skills and competencies:	<ul style="list-style-type: none"> <li>• Ability to read and understand MRC contracts, including Binding Authority agreements</li> <li>• Strong Microsoft Excel skills.</li> <li>• Excellent communication skills – both written and verbal.</li> <li>• Ability to prioritise when under pressure</li> <li>• Flexibility and the ability to work as part of a small team in a collaborative work environment</li> <li>• Attention to detail</li> </ul>
Knowledge and experience desired:	<ul style="list-style-type: none"> <li>• Previous experience in a Lloyd’s broker</li> </ul>

	<ul style="list-style-type: none"><li>• Knowledge of London Market claims practices and requirements.</li><li>• Binding Authority – bordereaux management experience</li><li>• Knowledge and experience in Travel and Personal Accident claims an advantage</li></ul>
Other:	Any other duties requested by senior management to fulfil the Job Purpose.