

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Insurance/Reinsurance Technician
Reports to:	Technical Manager
Business Unit:	Technical Department

Job Purpose:	<p>The role is principally the technical processing of a wide variety of classes of business. It may also involve assisting with the general development of Technical documentation and processes and ensuring they conform to specific requirements.</p> <p>Candidate should have previous experience working within a Lloyd's Broker and be familiar with the Technical processes and documentation of both Lloyd's and Company markets. Candidates will require good computer skills including being fully conversant with Microsoft Word and a good understanding and confident use of Excel spreadsheets. CSP utilise 'Sector', an SSP insurance broker product and IBS, a GPM product. Training on both systems will be provided.</p>
Key tasks:	<ul style="list-style-type: none"> • Production and processing of Binding Authority risk and premium bordereaux for Crispin Speers & Partners Ltd, and connected companies. • Submitting documentation to Lloyd's and Companies via Xchanging, using Accounting and Settlement and delinking where applicable, for bulk closings and facultative business. • Using DDM to upload bordereaux and resolving issues. • Assisting with the resolution of technical queries and liaising with producers, clients, underwriters and Xchanging as required. • Preparation of Premium Advice Notes (LPANs), closings and closing endorsements. • Running accounting reports, reconciliation and liaison with the Accounts Department and Business Units. • Raising payment requests. • Maintaining workbooks and other systems, including statistics and tracking workflow. • Maintaining Technical files (bookslips, bordereau files and Windows folders). • Profit Commission calculation. • Engaging with new systems, whether within CSP, the associated companies or the London (Re)Insurance Market. • General Technical duties as required.
Skills and	<ul style="list-style-type: none"> • Good communications skills (written and verbal) and the ability to build

competencies:	<p>and maintain professional relationships.</p> <ul style="list-style-type: none"> • Well developed administrative and organisation skills. • A high level of attention to detail and accuracy.
Knowledge and experience required:	<ul style="list-style-type: none"> • Mathematical and basic accounting ability. • Computer literacy (in particular Microsoft Word/Excel) to an intermediate level. • Relevant experience within the Insurance Broking Market. • Good understanding and knowledge of insurance (and reinsurance) Technical processing.
Qualifications	<ul style="list-style-type: none"> • Ideally 'A' level standard but minimum Maths and English Language GCSE grade 'B'. • Desire to achieve CII qualifications.
Other	<ul style="list-style-type: none"> • General reinsurance, including handling reinsurance transactions Knowledge of relevant regulatory and compliance requirements. • Accident & Health and/or Travel.
	<ul style="list-style-type: none"> • Any other duties requested by senior management to fulfil the Job Purpose.