

## CRISPIN SPEERS AND PARTNERS LIMITED

### JOB DESCRIPTION

<b>Job Title:</b>	Insurance and Reinsurance Technician
<b>Reports to:</b>	Associate Director
<b>Business Unit:</b>	Technical

<b>Job Purpose:</b>	<p>Crispin Speers &amp; Partners Ltd (CSP) is a leading niche Lloyd's insurance and reinsurance broker providing tailor-made solutions for UK and International clients. It operates in 3 key areas:</p> <ul style="list-style-type: none"> <li>• CSP Underwriting – in house delegated authorities granted by Insurers</li> <li>• CSP Broking – placement of risk and programs for clients</li> <li>• CSP Management Services – incubator for intermediaries</li> </ul> <p>This role is to provide support and work on all aspects of CSP, subsidiary and certain sponsored companies' new and existing business including binding authorities. It includes basic technical support to the clients, the business units within CSP and connected companies.</p> <p>It is envisaged the role will initially involve providing backup to some other members of the Technical team before taking on responsibility for specific areas, functions, clients, etc. and would suit someone with broad expertise and experience who is happy to be flexible.</p>
<b>Key tasks:</b>	<p>There is a wide range of tasks, according to operational requirements, including:</p> <ul style="list-style-type: none"> <li>• Accurate preparation of binding authority, lineslip and open market MRCs, endorsements and all associated documentation, principally using LMA wordings and LMG guidelines</li> <li>• Undertake the setting up, handling and administration of the company's own and third party binding authorities including DCOM</li> <li>• Assisting with coverholder compliance including using Atlas and Crystal+</li> <li>• Liaison and communication with clients, insurers, Lloyd's DAT and internally within CSP as appropriate</li> <li>• Assisting with production and processing of Binding Authority risk and premium bordereaux</li> <li>• Submitting documentation to Lloyd's and Companies via Xchanging, using Accounting and Settlement and delinking where applicable, for bulk closings and open market business.</li> <li>• Assisting with the resolution of technical queries and liaising with clients, underwriters, Xchanging and others as required.</li> <li>• Preparation of Premium Advice Notes (LPANs), closings and closing endorsements and raising payment requests.</li> <li>• Running accounting reports, reconciliation and liaison with the Accounts Department and business units.</li> <li>• Maintaining workbooks and other systems, including statistics and tracking workflow.</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk and transaction entry (CSP uses 'Sector', which will be replaced during 2026, and IBS, a GPM product – training on both systems will be provided)</li> <li>• Maintaining Technical files</li> <li>• Engaging with new systems and processes, whether within CSP, the associated companies or the London (Re)Insurance Market</li> <li>• Preparation of information and management information for presentation internally, underwriters and clients</li> <li>• Work with the team to ensure quotations, adjustments and renewals are dealt with swiftly, efficiently and in accordance with company procedures</li> <li>• Participating in team meetings and assisting in the general development of the Technical Department</li> <li>• General Technical duties as required</li> </ul>
Key Results Areas:	<ul style="list-style-type: none"> <li>• Meet stakeholders' requirements in a professional and timely manner</li> <li>• Manage renewals, including renewal documentation, renewal quotations and accounting procedures ensuring company and FCA requirements are adhered to</li> <li>• Accurate input of data onto all systems</li> <li>• Manage expectations by handling and responding to queries timely and effectively</li> <li>• Contribute to the smooth running of the Technical department</li> <li>• Meet CPD requirements</li> </ul>
Skills and competencies:	<ul style="list-style-type: none"> <li>• Good IT skills, including being fully conversant with MS Word and Excel, including pivot tables</li> <li>• Good interpersonal and communication skills, face to face, over the telephone and in writing, with the ability to build successful, mutually beneficial relationships</li> <li>• Strong numeracy capabilities</li> <li>• Good planning, organisational and time management</li> <li>• Ability to analyse, prepare and present information</li> <li>• Self-motivated and a good team player</li> <li>• A proven problem solver</li> <li>• Ability to adhere to and implement relevant company policies</li> </ul>
Knowledge and experience desired:	<ul style="list-style-type: none"> <li>• Previous experience working within a Lloyd's Broker, ideally insurance and reinsurance and binding authorities</li> <li>• Familiarity with the technical processes and documentation of both Lloyd's and Company markets</li> <li>• Working knowledge of applicable FCA compliance regulations</li> <li>• Proven experience within or working towards a similar role</li> </ul>
Other:	<ul style="list-style-type: none"> <li>• Any other duties reasonably requested by management to fulfil the Job purpose.</li> </ul>