

JOB DESCRIPTION

Position Title: **Binding Authority - Account Handler**

Key Responsibilities & Accountabilities:

- Co-ordinates placement of risks, including production of documentation to assist placement and maintenance throughout the risk life cycle (Underwriting Submissions, Market Reform Contracts, Certificates, Wordings, Endorsements) in a timely manner.
- Ensuring renewal of the certificates, invoices, slips are completed and issued to clients in a timely manner.
- Develop and maintain an active role/relationship with clients via e-mail, telephone and face-to-face, dealing with Client, Underwriter and Market Representative resolving or referring all queries to a satisfactory level.
- Demonstrate excellent technical knowledge and ability to communicate this to various audiences (Insureds, Retailers, Wholesalers, Internal and Underwriters)
- Ensure that accounts are serviced efficiently and professionally – creates MRC slips, certificates Invoices and Underwriter submissions; deals with slip endorsements; maintaining all electronic files and compliance related checks where required to meet clients, Markets and third parties expectation in a timely manner.
- Monitor and maintain workflow, budgetary records, debit notes and policy wordings; operate a paperless filing system and strives to streamline processes in a timely manner.
- Work with the Brokers to identify and qualify opportunities for business development.
- Assist in design of complex program structures to provide innovative risk transfer alternatives as required.
- Production of Market reports and statistics in a timely manner.
- Understanding and applying underwriting rating according to underwriting guidelines to risk placements under the BMS facility(ies).
- Assisting in the renewal of the BMS facility(ies) where required in a timely manner.
- Ensure excellent service and compliance using meticulous checking and organisation ensuring appropriate procedures and electronic tools have been utilised; process annual compliance on Atlas where required in respect certificates and BMS facility(ies).

- Maintains up-to-date working knowledge of regulatory requirements (Contract Certainty, LMBS, FCA and International requirements).
- Enable and encourage interaction and collaboration with other divisional units.
- Adheres to BMS Group Minimum standards, policies and procedures
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income (where relevant to role).

Functional & Behavioural Competencies required:

- Excellent attention to detail and ability to plan meticulously
- Excellent persuasive and influencing skills
- Client facing and customer focused with excellent interpersonal and written communication skills
- Excellent IT & organisational skills
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Anticipates problems in advance and makes contingencies
- Proactive, always looking for ways of delivering a better or more efficient service
- Communicates clearly; effectively contributes to the team and interacts with others
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined