



Job Description

Position Title: Account Handler – International D&F (Caribbean)

Location: London

Summary of Position

We are looking for an Account handler within the International D&F Team to support the Broking Team in the co-ordination of placements.

The role is within the International Property team, with a specific focus in the Caribbean region. Caribbean is a key target growth territory over the next few years and the candidate will become a key member of the team in order to successfully hit growth targets.

This role is based in London with the opportunity to work from home in a hybrid fashion. As this is a client / market facing role the candidate would be expected to be in the office 4 days a week.

Find out what it's like to work at BMS [here](#).

About BMS

BMS is a dynamic, independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong local focus and understanding of market needs. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

About the department

The International Direct and Facultative Property team specialise in complex and bespoke property insurance and reinsurance placements for wholesalers, retailers, insurers and risk managers.

The team enjoys a significant reputation in the market as a fully integrated and agile team working across many territories globally. Our staff are a highly motivated and hungry to bring success to our clients in every transaction. Our team strive to provide solutions for our clients by utilising every market available to us globally. We operate with a flat structure which ensures that the right person is working with the right markets to obtain the best outcomes.

Our aim in the International Property team is to ensure our clients receive the most comprehensive (and personal) service in the most efficient manner. We also believe fostering the relationship between our clients and our markets is crucial to the success of building long term partnerships. This is reflected by our client retention rate of more than eighty-five per cent.

Skills and capabilities

- Co-ordinates placement of risks, including production of documentation to assist placement and maintenance throughout the risk life cycle (Underwriting Submissions, Market Reform Contracts, Wordings, Endorsements).
- 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.
- Ensure that accounts are serviced efficiently and professionally from cradle to grave.
- Work with the Brokers to identify and qualify opportunities for business development.
- Ensure evidence of good service and compliance using meticulous checking and organisation ensuring appropriate procedures and electronic tools have been utilised; process annual compliance on Atlas where required on Facilities.
- Maintains up-to-date working knowledge of regulatory requirements (Contract Certainty, LMBS, FCA and International requirements).
- Enable and encourage interaction and collaboration within the team and other divisional units.
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

Your Responsibilities:

- Attention to detail to plan meticulously.
- Evidence of good 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

What's in it for me?

This role offers a competitive salary and bonus, 27 days holiday, plus access to our personalised benefits platform, Your Rewards, including:

- comprehensive private medical cover for you and your dependents
- complimentary annual health checks
- access to a virtual 24hr GP
- critical illness cover
- gym subsidy & dedicated wellbeing support
- retail discounts
- opportunity to purchase equity
- defined contribution pension

Through our Diversity, Equity and Inclusion (DEI) vision, we are committed to 'building a culture of belonging for all, valuing diverse perspectives and embracing authenticity.' As such, we have created our 'BMS Together' programme, with dedicated training, collaborative committees and intentional partnerships. In support of our ESG vision, we offer two additional paid days each year to take part in charitable work.



BMS offers flexible and hybrid working policies and we're happy to discuss options with you upon application. Please let our team know if you require any adjustments to support you through the application process.

Apply now!

Email a copy of your CV to joinus@bmsgroup.com