

Job Description

Position Title: Junior Claims Technician

Reports to: Claims Manager

Location: London

Summary of Position:

A newly created role to provide operational and technical support to all aspects of the claims process in support of Senior Claims Brokers and Managers. Assisting from advice through to settlement as directed by your Head of Department. A unique opportunity to be trained by senior members of the team across a number of lines of business including Property, Casualty and Energy.

Key Responsibilities & Accountabilities:

- Assisting Senior team members and Brokers with claims handling process
- Create and maintain claims/accounts files
- Input document details on to the in-house system
- Assess and process claims and premiums
- Produce and send advice, collection, premium and treaty documentation
- Obtain agreement to advices and collections via CLASS/ECF system
- Liaise with the Insurance Accounts Department to ensure prompt payments of claims & premiums
- Produce accurate statistics where required
- General office duties and ad hoc tasks as required
- Adhere to company and regulatory policies & procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

Functional & Behavioural Competencies required:

- No prior Claims or systems experience required, we will train you!
- Effectively contribute to the team and interact with others
- Strong communication skills and the ability to communicate effectively both verbally and in writing
- Ability to use ones own initiative to work out any problems, which may arise
- Professional attitude to work
- Punctual and Conscientious
- Shows enthusiasm
- 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.