



Job Description

Position Title: Reinsurance Technician (Fixed Term Contract)

Reports to: Team Leader

Location: London

Summary of Position:

To deal with all aspects of Reinsurance processing as directed by your Head of Department. Adhere to the departmental procedures & service level agreements.

Key Responsibilities & Accountabilities – Mosaic Account

- Check and process monthly BDX's
- Manually process LPAN submission's
- Liaise with IBA team on payments
- Submit LPAN's to the IMR (Xchanging)
- Liaise with Xchanging on queries
- Deal with incoming technical enquiries from Clients, Underwriters.
- Weekly meetings with the client to keep track of payments and reconciliation.
- Maintain accurate records using the BMS electronic filing system.
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills

Skills Required

- Experience with Eclipse processing system (if possible).
- Experience with Insurance Industry System IMR (Insurance Market Repository)
- Excellent IT & organisational skills.
- Attention to detail
- Understanding of the process and procedures within the insurance market
- Maintain strong working relationship with BMS Broker, Client and Underwriters
- Personally demonstrate the five BMS values:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined