

JOB DESCRIPTION

Position Title: Senior Claims Broker, Energy & Liability
Reports to: Claims Manager, Energy
Location: London

About BMS Group:

BMS is a dynamic, independent, global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. 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.

Our teams are respected globally for their specialist market knowledge, intelligent analysis and insight. Our people strive to be 'the best in class' and with an innovative approach and their entrepreneurial thinking, our clients truly benefit from better solutions to policy development and placement.

Being independent makes a key difference to our clients, giving our brokers the freedom to deliver the best solutions, tailored to meet their business needs. Coupled with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Summary of Position:

To deal with all aspects of Energy and Liability claims, processing from first advice through to settlement as directed by your Head of Department. The role requires a proven Claims professional with prior experience of handling Energy and International Casualty claims.

Key Responsibilities & Accountabilities:

- Ability to manage own accounts & liaise with Brokers, account handlers & Clients on a regular basis
- Create and maintain claims files
- Input document details on to the in-house system
- Assess and process claims and premiums
- Produce and send advice and collection documentation
- Broke advices and collections to London Market where appropriate

- Obtain agreement to advices and collections via CLASS/ECF system
- Liaise with the Insurance Accounts Department to ensure prompt payments of claims
- Produce accurate statistics where required
- Deal with market, client and internal queries
- Conduct business meetings with clients and reinsurers
- Adhere to company and regulatory policies, procedures together with mandatory training requirements
- Maintain and enhance knowledge of the insurance marketplace, trends and cycles in order to capitalise on market opportunities
- Develop and manages relationships with market representatives i.e. Underwriters, Surveyors, Adjusters and Lawyers.
- Monitor existing book of business with a view to identifying any threats or weaknesses early to be able to address and protect/retain the existing book

Functional & Behavioural Competencies required:

- Demonstrate excellent technical knowledge and ability to communicate this to various audiences
- 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
- Excellent attention to detail and ability to plan meticulously
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined