

Job Description

Position Title: Premium Technician

Reports to: Central Operations Team Leader

Location: London

Summary of Position:

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

Key Responsibilities & Accountabilities:

- Completing risk profile within Management systems
- Producing, signed lines, confirmation of placement and Invoicing FATCA forms
- Create and maintain files
- Process and monitor incoming post/emails
- Produce and forward documentation to Lloyd's/Lirma market via A&S
- Sending closing to Company Markets
- Assess and process premium movements
- Diary for quarterly and yearly adjustments if required
- Lora entries
- Complete premium payment warranty calendar entries
- Obtain agreement to premium bordereaux, where required
- Deal with market and/or client queries and liaise with the accounts department to ensure prompt payment of balances
- Liaise with other departments when problems arise
- Carry out various departmental ad hoc tasks and reports
- Maintain statistical data
- 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:

- 5 GCSE' grade C or above (or equivalent)
- People management experience
- An understanding of principles of Insurance/Reinsurance
- Knowledge of Eclipse/Sequel would be beneficial, but not essential
- At least 5 years experience in similar role
- Premium accounting experience essential
- A&S (IMR) LORS entries
- Communicates clearly and effectively both verbally and in writing
- Wide ranging technical knowledge
- Understanding of the FCA and their requirements
- Strong working knowledge of MS Word and Excel
- Ability to produce accurate and complete documentation consistently
- Ability to effectively contribute to the team and interact with others
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined