

ROLE DESCRIPTION

Job title	Trainee Reinsurance Technician	Role Holder:	
Reporting Lines:	Group Reinsurance Manager	Location:	London

1. Purpose

The primary purpose of this role is to assist the Reinsurance team on a day to day basis on all outwards reinsurance functions and develop outwards Reinsurance knowledge.

2. Specific Responsibilities:

- Provide administrative support to the Reinsurance team
- Maintain daily processing including LORS messaging, USM, SCM and exceptions
- Record and monitor reinsurance contracts accurately and in a timely manner
- Calculate and process reinsurance recoverables including liaising with brokers to monitor any overdue recoveries and report on the aged debt
- Process reinsurance premium adjustments, NCBs and PC's including quota share and XOL as required
- Assist with regulatory reporting, month and quarter end processes
- Manage workflows and priorities and provide clear updates on work progress

3. Skills & Requirements

- An interest in the London and Lloyd's Insurance/Outwards Reinsurance Markets
- Excellent communication skills and ability to articulate, report and escalate any issues that may interrupt the regular reinsurance processing
- Good IT literacy and proactive attitude to developing IT skills
- Ability to prioritise work and maintain good relationships internally and externally

4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.