

ROLE DESCRIPTION

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

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.

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

Essential 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

The Lancashire Way

At Lancashire, we believe our culture sets us apart. The way we behave and approach our work day-to-day is what makes us unique and creates a positive experience for our people, business partners and other stakeholders. Honesty and integrity in all we do is a given and The Lancashire Way reflects our true character and spirit.

Our mindset	Our actions
Straight talking	We feel empowered to share thoughts and ideas, because everyone's voice matters
Collaborative	We work together towards common goals, share knowledge and support each other.
Hard working	We all have a stake in the company's success and are proactive in contributing to our goals and vision

Responsible	We focus on achieving tangible results with consistent standards across the Group.
Positive	We engage with brokers, clients, communities, stakeholders and colleagues professionally and passionately as proud ambassadors of Lancashire.