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| 1. | Job Title | Reinsurance Specialist |
| 2. | Function & Business Unit | International – Finance – Shared Services –  Reinsurance Operations |
| 3. | Location | Exchequer Court, London |
| 4. | Hiring Entity | AmTrust Management Services Limited |
| 5. | Insurance Distribution Directive (IDD) Continuing Professional Development (CPD) Requirements | IDD CPD - in scope (No) |
| 6. | Committee Roles | Chair   * None   Member   * Reinsurance Deal Review Committee (RDRC) |
| 7. | Direct & Indirect  Reporting Line | Direct Line Manager  Head of Reinsurance  Indirect (dotted) Line Manager  None |
| 8. | Direct & Indirect Reports | Direct Reports  None  Indirect (dotted) Reports  None |
| 9. | Key Stakeholders | Internal – Exec, Underwriting, Actuarial, Claims, Finance.  External – Reinsurance Brokers and Reinsurers. |
| 10. | Applicable Conduct Rules | Individual Conduct Rules   1. You must act with integrity. 2. You must act with due skill, care and diligence. 3. You must be open and cooperative with the FCA, the PRA and other regulators. 4. You must pay due regard to the interests of customers and treat them fairly. 5. You must observe proper standards of market conduct. 6. You must act to deliver good outcomes for retail customers |
| 11. | Last Review Date | June 2025 |

**Position Overview**

In partnership with the Head of Reinsurance, co-ordinate reinsurance placements in line with agreed strategy, timescales and budgets. Contribute market and coverage expertise around key placements and lines of business to ensure the best possible outcome for the ceding entities. Efficiently administer the reinsurance placement process, and ensure the satisfactory SOX/audit documentation in line with agreed procedures.

Collaborate closely with key internal stakeholders, including the US Reinsurance Team, Underwriters, Actuaries, and the reinsurance operations team, providing market and technical expertise as required. Support the Head of Reinsurance in maintaining relationships with external partners including reinsurance brokers and direct reinsurers, and positively promoting the AmTrust brand.

**Essential Job Functions**

Reinsurance Placement

* Efficiently co-ordinate the placement process in line with agreed strategy, in collaboration with broking partners to design and implement optimal reinsurance structures.
* Facilitate the timely and accurate compilation of placement data/information pre-placement, and the timely finalisation of contract documentation post-placement including signature by approved signatories.
* Ensure proactive and regular engagement with Underwriting teams to understand business goals and to ensure that reinsurance structures remain effective.
* Collaborate with actuarial and capital colleagues to ensure modelling to assess capital and earnings impacts.
* Develop relationships with brokers and reinsurers, constantly seeking to deepen your understanding of the market and its trends and developments. Positively promote the AmTrust brand externally.
* Ensure a Risk Transfer Analysis (RTA) is conducted for each reinsurance placement.
* Ensure the creation of the RI Schematic and Erosion exhibits.

Reinsurance Controls

* Facilitate meetings of the Reinsurance Deal Review Committee (RDRC) in partnership with the Head of Reinsurance and the RDRC Chair. Arrange the necessary meeting preparation including collating reinsurance proposals for each meeting. Arrange meeting documentation/agendas, and notes of agreed decisions and actions. Pro-actively follow-up on meeting decisions and actions as required and ensure updates to RDRC and key stakeholders on placement progress.
* Ensure adherence with the Compliance with the Control Framework, including SOX, ensure the completion of placement trackers and schedules, maintain placement audit documentation and file completeness, and assist with the audit process for reinsurance as and when required.
* Collaborate with the US Ceded Re team and assist in the administration of reinsurance placements including updating trackers and schedules, ensuring audit documentation, and arranging contract documentation finalisation.

Reinsurance Operations

* Collaborate with the reinsurance operations team to;
  + Ensure a robust handover process to reinsurance operations at the point each placement is finalised, including providing technical explanation and guidance to enable accurate contract set-up.
  + Provide ongoing technical guidance and assistance (as required) to enable the efficient and accurate administration, reporting and accounting of each contract throughout its lifecycle.
  + Ensure the reporting of ‘in force’ ceded reinsurance contracts to entity Boards and to Regulators.

**Other Responsibilities**

* Partner with the Head of Reinsurance in maintaining positive working relationships with other internal functions, including finance, claims, underwriting, actuarial, risk, compliance, and internal audit.
* Assist the Head of Reinsurance with improvement initiatives and technology projects as relevant to remit.
* Deputise for the Head of Reinsurance as and when required and as agreed.
* Comply with AmTrust procedures, policies and regulations as relevant to remit.
* Ensure you complete all mandatory and job specific training requirements in line with the required time frames.
* Complete the required number of hours of Continuing Professional Development (CPD) as it pertains to your role and applicable qualifications and ensure this is logged in Workday.
* Fully participate in all applicable fitness and proprietary and Performance Review processes. Promptly advise your line manager/HR as to any matter that may be relevant and/or impact your ability to perform in your role.
* Other duties may be assigned in order to meet the on-going needs of the organisation.

**Qualifications, Experience, Competence**

**Qualifications**

Desirable (non-essential) – CII Qualifications.

**Experience**

Essential – must have extensive experience in the London Insurance Market, particularly in relation to ceded/outwards reinsurance placement for XoL and Quota Share treaties. The individual will have been involved in facilitating reinsurance placements for multi-entity carriers for a number of years across multiple classes of business including property and casualty lines.

Desirable – experience of reinsurance operations processes including administration, reporting and accounting activities post-placement.

**Functional/Technical Competencies**

Essential –

* + Several years of relevant experience in a ceded Re placement function, allowing you to immediately contribute to the team and take ownership of placements
  + A deep insight into the market including understanding of contract wordings and market trends
  + Robust quantitative and qualitative analysis skills
  + Excellent networking and influencing skills with an ability to build meaningful relationships internally and externally
  + Effective communication skills both verbally and written at all levels of seniority
  + A keen team player, open to sharing knowledge and looking for ways to improve
  + Good negotiation skills
  + Hard working with attention to detail, capable of working independently and without extensive guidance
  + Ability to manage time effectively, meet deadlines, and prioritise

**Core AmTrust Behavioural & Professional Competencies (Employees)**

**Results Driven:** Displays energy, determination and a sense of urgency to get the job done; understands the importance of meeting deadlines to achieve objectives; takes responsibility for organising own workload to ensure goals are met; identifies barriers or issues that might impact adversely on getting the job done and is proactive and innovative in resolving problems and finding solutions; strives for excellence.

**Adaptable & Open to Change:** Demonstrates a willingness to adapt and change according to circumstances; is able to comfortably handle ambiguity and changes in priorities; identifies the requirement to demonstrate flexibility for the wider benefit of the department and the business; supports change and the drive to continuously improve.

**Relationship Management & Customer Focus:** Builds and maintains strong internal and external customer and other relationships as relevant to role; is able to effectively understand and support customer needs while balancing business needs; takes responsibility for meeting agreed service levels and other commitments.; strives to deliver excellence and innovates to deliver solutions; ensures that all our customers are treated fairly and receive good outcomes in accordance with our regulatory requirements.

**Risk Management:** Is able to understand and identify common types of business risks for their functional or business area; actively supports the maintenance of an effective control environment; takes timely remedial action as may be required to prevent or minimise loss; proactively escalates risks to the appropriate party; supports continuous improvement in the management of risk.

**Collaboration**: Demonstrates respect and integrity in all collaboration with others; works with rather than competes with others in the business to achieve company goals; builds trust through open communication; adapts style and messaging appropriately; seeks out and listens to the opinions of others; supports team building and an inclusive culture that values diversity.

**Continuing Professional Development**: Proactively keeps up to date with regulatory and professional changes; maintains the required knowledge and skills to perform in post and undertakes all required / mandatory training; ensures that annual learning and development plans and Continuing Professional Development (CPD) obligations are achieved.

**AmTrust Values**: Able to demonstrate and role model AmTrust’s values: Excellence, Innovation, Integrity, Responsibility, Inclusion and Teamwork.