



## Job Description

**Job Title:** Associate Director, Insurance

**Job Grade:** 4

**Office:** Guernsey

**Reports to:** Executive Director, Head of Captives & ILS Insurance Underwriting

### Overall Purpose

To become a member of the Senior Management team; act as an Operational Executive. Assisting the Line Manager in order that the Company's strategy, plans and budgets are achieved and that client service excellence is delivered to clients.

### Principal Accountabilities

1. As part of the AIM Senior Management Team:
  - Apply strategic and operational planning agreed by the Company Directors, Executive Committee and ACSG to their own servicing team;
  - Participate in determining the long and short Company objectives in line with overall ACSG and Aon Group objectives;
  - Understand the Company's budget and contribute to meeting the overall budget in line with company and ACSG objectives;
  - Deputize to the Head of Captives & ILS Insurance Underwriting and provide support to the strategy for the Insurance Centre of Excellence.
  - Ensure consistency of approach to quality and to the rendering of services to AIM clients whilst achieving or exceeding budget objectives;
  - Ensure that, through the use of effective management systems/tools, the Company optimises its operational efficiency;
  - Assist in the promotion of captives, both to internal and external prospects;
  - Supports the Company so that it attracts, develops and retains the necessary resources and skills in order to achieve business objectives and provide high quality services to clients;
  - Completes or assists in completing in any other projects or work as assigned by the Managing Director or Senior Management Team, delivering to any set timescales agreed
  - Ensure corporate good standing of the Company at all times;
  - Allocate up to 25% of time to provide insurance function support to teams Grey and Doyle including:
    - Identifying training needs, developing and mentoring all insurance staff
    - Giving guidance on high level insurance queries, technical insurance issues, complex wordings review, etc.
    - When requested, advise on new and existing client insurance programmes and development thereof.
2. As part of the Client responsibilities:
  - Assumes responsibility for client service excellence, ensuring that it is achieved and maintained and that any specific client service management agreements are managed and

delivered effectively and efficiently. Ensure that all client regulatory and legal issues are complied with;

- Leads, directs, develops and motivates department staff toward the accomplishment of business and departmental goals and objectives, and the accomplishment of personal objectives. Identification and development and ongoing training/education of staff in order to enhance skills and achieve succession planning objectives
- Meets all other Operational Executive responsibilities.

*Note: The above is not an exclusive list of duties, but a broad overview. Consequently, the duties over time may have to reflect changes as organisational structures within the Company/department alter.*

## **QUALIFICATIONS**

The Associate Director, Insurance should be educated to degree level and must be ACII qualified or equivalent.

## **EXPERIENCE**

The Associate Director, Insurance must possess the following:

- Minimum 10 years insurance underwriting/captive management experience.
- Must have international insurance market experience (preferably London market, alternatively Bermuda market etc).
- Beneficial to have ILS underwriting experience

## **KNOWLEDGE AND SKILLS**

The job holder must:

- Evidence team leadership skills;
- Possess good interpersonal, oral and written communication skills, including ability to comfortably liaise with C-suite executives and articulate clearly in formal meetings;
- Have a strong technical knowledge of the insurance and reinsurance industry, the captive industry and its products along with a reasonable knowledge of accounting, taxation and legal issues relating to captives;
- Have a competent ability to assess, underwrite and price risk exposure;
- Ability to produce logical reasoned reports;
- Have an eye for detail and able to provide an overview of wordings, contracts etc;
- Possess effective time management skills and have the ability plan team deliverables and to work to deadlines;
- Be a leader, a decision maker and able to cope under pressure;
- Be a team player and able to manage a team of professionals;
- Work effectively with the rest of the Senior Management team;
- Understand the impact of operational/business strategy and operational plans;
- Be enthusiastic, self-motivated and display initiative;
- Be committed to their own continuous personal development and the development of their staff;
- Be focused on client service needs in order to achieve 'client service excellence';
- Have a high work ethic;
- Show a good understanding of AIMG's goals and objectives.