

# Job Description

<b>Job Title:</b>	Senior Manager, Proportional Business
<b>Job Grade:</b>	5
<b>Office:</b>	Aon Insurance Managers (Guernsey) Limited
<b>Reports to:</b>	Executive Director, Rated Re

## Overall Purpose

Aon Insurance Managers (Guernsey) Limited (Aon) is the largest European manager of insurance companies, ILS and reinsurance. Aon successfully incorporated and launched Guernsey's first rated commercial reinsurance vehicles, Kelvin Re and Humboldt Re (the "Rated Re" entities).

You will be part of an innovative team with a diverse set of responsibilities as would be expected of someone in a senior role. The role involves leading the Proportional underwriting team in the day-to-day servicing of the business with the aim of ensuring client strategies and objectives are properly executed and exceptional client service is provided at all times.

This role will provide the candidate with an exciting opportunity to be exposed to many aspects of running a rated commercial reinsurance vehicle, surrounded by talented colleagues.

You will be required to attend Board and Committee meetings to present specific reports.

## Principal Responsibilities

Responsibility for the delivery of the following where appropriate:

1. Liaising with brokers, underwriters and legal advisers (when necessary) to understand detailed clauses within policies and complete policy wording reviews for renewals.
2. Working with the CUO's of the Rated Re business to manage proportional renewals and new business and outwards renewals.
3. Review of reinsurance contracts written including Variable Quota Share and Quota Share Facilities to determine how they should be accounted for, working closely with the Accounts Team.
4. To critically evaluate complex clauses within proportional reinsurance policies, and conduct full policy wording reviews for renewals to ensure compliance with underwriting guidelines.
5. Review of contractual agreements between reinsuring parties including but not limited to reinsurance trust agreements, variable quota share reinsurance agreements and interests and liabilities agreements.
6. Maintenance of an insurance management system including but not limited to inputting data from reinsurance contracts and claims bordereaux, extracting usable information and manipulating data for the benefit of our clients.
7. Reviewing and statistically analysing monthly claims bordereaux and other loss information received from reinsurance brokers.

8. Uploading of all reinsurance contracts and related underwriting information onto the Aon's secure online intranet portal.
9. Preparation of relevant parts of the underwriting committee and claims committee packs and A M Best presentations.
10. Ensuring that all Aon and client deadlines in respect of insurance administration, underwriting and claims are met at all times, within the requisite procedures and practices and to the agreed service levels.
11. Working closely with the finance team to ensure premium aged debtor reports are up to date and accurate to allow efficient month end reporting.
12. Working closely with the finance and treasury teams to ensure premiums due and collateral due are invoiced and collected in a timely manner.
13. Overseeing the underwriting reporting process including the implication of changes in underwriting data on the monthly accounts and work closely with the Accounts Team to analyse any differences.
14. Design and production of useful and detailed management information.
15. Liaising with Reserving Actuaries to ensure the accuracy of reserving and correct classification of contracts.
16. Maintenance of a Register of Security to ensure the Client has adequate and strong collateral for reinsurance purchased.
17. Cedent credit rating reporting.
18. Understanding and managing reporting in respect of a complex retrocession programme.
19. Implementing a disciplined approach to controls and ensuring full compliance with procedures manuals. Identifying efficiencies in procedures and controls and implementing them.
20. Champion the ongoing SICS project by supporting the SICS team, contributing effectively and positively to the implementation of the new reinsurance administration system and allocating resource accordingly.
21. Take ownership for proportional underwriting enhancements required in SICS Optimisation, Phase 2, working with the SICS team to design, seek approval for, build, test and implement enhancements that add value for the business.
22. Coordinating the preparation and filing of annual insurance returns within regulatory deadlines.
23. Corresponding professionally with external parties such as clients, brokers, lawyers, actuaries, banks, investment managers and cedent insurance and reinsurance companies.
24. Conduct annual appraisals and actively assist in the development, management and ongoing training of junior members of the team.
25. Various ad hoc projects.

N.B. This is not an exhaustive list of responsibilities, but a broad overview. Consequently, the duties over time, may have to reflect changes as organisational structures within the Company/department alter.

## **Qualifications**

Member of the CII with chartered status or progress to qualification and an agreement to qualify within an agreed timescale.

## **Experience**

Minimum of 5 years experience within an insurance / reinsurance environment.

## **Knowledge and Skills**

1. High degree of confidentiality.
2. Excellent all-round communicator at all levels.
3. A team player with a positive working attitude, enthusiasm and adaptability to change
4. Attention to detail
5. Ability to manage a to do list and prioritise tasks effectively
6. Good general knowledge of industry products, regulations and developments.
7. An understanding of (re)insurance based accounting practices.
8. Excellent interpersonal skills. Good verbal and written communication skills essential with experience of presenting to a varied audience.
9. Eye for detail and commitment to adherence to strong operational processes and controls.  
Demonstrated observance of risk management practices.
10. You will be a self-starter with good forward planning, leadership and management skills.
11. An ability to continually seek to improve and professionally develop.
12. A natural thirst for development of the role.
13. Comprehensive working knowledge of Microsoft Word, Microsoft Excel and Microsoft Outlook and Advanced Powerpoint skills.