

**CRISPIN SPEERS AND PARTNERS LIMITED**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Insurance Technician</b>
<b>Reports to:</b>	<b>Technical Manager</b>
<b>Business Unit:</b>	<b>Technical Department</b>

<b>Job Purpose:</b>	<p>The role is principally the technical processing of a wide variety of classes of business. It may also involve assisting with the general development of Technical documentation and processes and ensuring they conform to specific requirements including the processing of claims on ECF.</p> <p>Candidate should have previous experience working within a Lloyd's Broker and be familiar with the Technical processes and documentation of both Lloyd's and Company markets. Candidates will require good computer skills including being fully conversant with Microsoft Word and a good understanding and confident use of Excel spreadsheets. CSP utilise 'Sector', an SSP insurance broker product and IBS, a GPM product. Training on both systems will be provided.</p>
<b>Key tasks:</b>	<ul style="list-style-type: none"> <li>• Production and processing of Binding Authority risk and premium bordereaux for Crispin Speers &amp; Partners Ltd., and connected companies.</li> <li>• Submitting documentation to Lloyd's and Companies via Xchanging, using Accounting and Settlement and delinking where applicable, for bulk closings and facultative business.</li> <li>• Assisting with the resolution of technical queries and liaising with producers, clients, underwriters and Xchanging as required.</li> <li>• Preparation of Premium Advice Notes (LPANs), closings and closing endorsements.</li> <li>• Running accounting reports, reconciliation and liaison with the Accounts Department and Business Units.</li> <li>• Raising payment requests.</li> <li>• Maintaining workbooks and other systems, including statistics and tracking workflow.</li> <li>• Maintaining Technical files</li> <li>• Profit Commission calculation.</li> <li>• Engaging with new systems, whether within CSP, the associated companies or the London (Re)Insurance Market.</li> <li>• General Technical duties as required.</li> </ul>
<b>Skills and competencies:</b>	<ul style="list-style-type: none"> <li>• Good communications skills (written and verbal) and the ability to build and maintain professional relationships.</li> </ul>

	<ul style="list-style-type: none"> <li>• Well developed administrative and organisation skills.</li> <li>• A high level of attention to detail and accuracy.</li> </ul>
Knowledge and experience required:	<ul style="list-style-type: none"> <li>• Mathematical and basic accounting ability.</li> <li>• Computer literacy (in particular Microsoft Word/Excel) to an intermediate level.</li> <li>• Relevant experience within the Insurance Broking Market.</li> <li>• Good understanding and knowledge of insurance (and reinsurance) Technical processing .</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Ideally 'A' level standard but minimum Maths and English Language GCSE grade 'B'.</li> <li>• Desire to achieve CII qualifications.</li> </ul>
	<ul style="list-style-type: none"> <li>• Any other duties requested by senior management to fulfil the Job Purpose.</li> </ul>