

Hamilton Underwriting Limited invites applications for the position of:

DELEGATED UNDERWRITING AUTHORITY TECHNICIAN



Hamilton Underwriting Limited is the Lloyd's managing agency of Hamilton Insurance Group ("Hamilton"), the Bermuda-based holding company for insurance and reinsurance operations in Bermuda, the US and at Lloyd's. Hamilton leverages analytics and research to create underwriting and investment value for its clients and shareholders.

PURPOSE OF THE ROLE

To administer and monitor policy, premium and claims bordereaux as required under the binding authority.

In assisting the Delegated Underwriting Authority (DUA) team, contract administration tasks include:

- › Management of bordereaux, analysis of Estimated Premium Income and liaison with underwriters
- › Administration of the approval process, administration and maintenance of risk-attaching contracts
- › Provision of guidance and advice on the setting up of delegated underwriting arrangements across all lines of business to Syndicate underwriters

REPORTING RELATIONSHIPS

Reports directly to the Delegated Underwriting Manager

ROLE DESCRIPTION AND PRINCIPAL RESPONSIBILITIES

- › To assist in the day-to-day running of the Delegated Underwriting Authority contracts
- › To act as a super user for VIPR and liaise closely with business units regarding effective use of the system across Hamilton
- › To implement and monitor the bordereaux management system
- › To map Lead and Follow bordereaux into the VIPR system and manage output on an ongoing basis, liaising as necessary with underwriters
- › To provide regular bordereaux reports, recording and discussing any identified deviations from agreed contract terms with underwriters in a timely fashion
- › To chase for overdue bordereaux, liaising with business units so they are aware at all times of delegated underwriting teams' actions
- › To liaise with underwriters and credit control with regard to general premium payment queries arising on delegated underwriting arrangements
- › To attend monthly underwriting team meetings to discuss any issues
- › To assist in the set up binder documentation for approval by team members
- › To assist in gathering information and maintaining binder/coverholder information
- › To provide guidance to each division to enable them to correctly manage and monitor their Binding Authorities
- › To develop relationships with underwriters to ensure full understanding of business lines
- › To produce Delegated Underwriting Authority Management (DUAM) information and provide assistance with statistical analysis and with the timely and accurate production of regular and ad hoc reports
- › To assist the DUAM with the production of reporting packs for the monthly Underwriting Committee

REQUIRED KNOWLEDGE AND QUALIFICATIONS

- › Knowledge of insurance; experience working in the Lloyd's Market or a delegated authority environment would be advantageous
- › Good time/project management skills to ensure deadlines are met and effectively prioritised
- › Professional and approachable can-do attitude and an ability to interact with colleagues
- › Demonstrated analytical and problem solving skills
- › Good working knowledge of Excel; a competent user of MS Office.
- › Experience using Eclipse and bordereaux management systems would be advantageous
- › An aptitude to learn in-house software is essential

STRONG REFERENCES REQUIRED

Interested persons should submit a detailed CV or schedule a confidential meeting with Rosie Brown.
Deadline for applications is Friday August 18, 2017.

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