



SOMPO INTERNATIONAL

Sompo International is the trade name for the global specialty property and casualty insurance and reinsurance operations of Sompo Holdings, Inc. ("Sompo"), established in March 2017 as the result of Sompo's acquisition of Endurance Specialty Holdings Ltd.

Sompo is a financial services holding company organized under the laws of Japan whose shares are listed and posted for trading on the Tokyo Stock Exchange. Sompo, through various operating subsidiaries, is one of the top three insurers in Japan and is engaged in the provision of insurance services as well as other related services through its global network of businesses operating in 32 countries around the world.

Sompo International is the international operation of Sompo and, through its operating subsidiaries, writes agriculture, casualty and other specialty, professional lines, property, marine/energy and aviation lines of insurance and catastrophe, property, casualty, professional lines and specialty lines of reinsurance.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those whose contributions matter most: our people. Sompo International's headquarters is in Bermuda and we currently have offices in the United States, the United Kingdom, Continental Europe, and Asia. A shared commitment to integrity, accountability, collaboration and agility define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Sompo International as a desirable place to work.

We are seeking a **Senior Business Services Technician** to join our **Business Services** team in our **London** office.

Main areas of responsibility:

- Undertake Technical Accounting responsibilities (including processing) for Inward Proportional & Non Proportional treaties
- Review & check accuracy of closings/documents of rendered accounts, cash calls, premium and loss reserve deposits; event claims management and tracking
- Process tasks/accounts accurately in an efficient manner by month end deadlines
- Collaborate with Claims Department on Inward Proportional treaty claims (inc event tracking)
- Demonstrate high level of attention to detail by producing exceptional quality and accurate technical data, when processing the technical accounts onto the Underwriting system –updating the system with accounting and payment information within agreed timeframes and filing documents into a Document Management System
- Timely investigation and resolution of challenging accounts is expected
- Collaborate with Internal and external clients to resolve any queries or technical issues
- Ensure overdue/late accounts are followed up and escalated to management
- Produce & analyze Month end & quarterly reports as part of the month end process closing
- Handle queries during internal and external audits.
- Ensure accuracy of the data on the system through the contract validation process
- Bureau knowledge essential – Straight Through Processing is desirable
- Letters of Credit/OCA – working knowledge essential
- Ad hoc duties



**SOMPO
INTERNATIONAL**

Qualifications, Skills and Experience:

- Strong technical skills and ability to prioritize workload to meet deadlines
- Understanding of general insurance and reinsurance principles is essential
- Understanding of clean cut accounts (portfolio in and out) is essential
- Understanding & review profit commission/sliding scale calculations is essential
- A Minimum of 5 years' experience in a similar processing role within the **Inward reinsurance market**
- Understanding of Proportional Treaty claim handling and event claims is desirable
- Good understanding of Bureau systems and procedures is desirable
- Knowledge of Property, Casualty, and Marine business classes desirable but not essential
- Understanding of Genius Accounting system is desirable but not essential
- Knowledge of Imageright is desirable but not essential
- Excel skills at intermediate Level is essential (Pivot tables & Vlookup formula)

Sompo International offers a competitive compensation and benefits package commensurate with experience.

Sompo International is an equal opportunity employer committed to a diverse workforce. M/F/D/V

Visit our website at <http://www.sompo-intl.com>