CATLIN

Head of Operations

Catlin Insurance Company Ltd. (Catlin Bermuda) is a member company of Catlin Group Limited, a substantially capitalized, publicly listed Bermuda-based specialty insurer and reinsurer.

Catlin Bermuda invites applications for the position of Head of Operations. Reporting to the Chief Executive Officer, the successful candidate will be responsible for the day to day oversight of the operational requirements of Catlin Bermuda.

Key responsibilities include:

- Identifying and communicating the operational needs of Catlin Bermuda across multiple department functions, principally in Finance as well as Underwriting, Claims, IT, and MIS;
- Responsibility for all hub operational issues and liaison with the Risk and Compliance function as appropriate;
- Managing the Data Quality review, highlighting emerging trends and making recommendations for improvement;
- Liaison with Global Operations on cross-hub initiatives, including IT;
- Undertaking ongoing reviews of processes, recommending improvements to both process efficiency and control effectiveness and preparing appropriate updates to documentation;
- Executive responsibility for the hub Claims and IT functions.

Applicants must possess the following qualifications and experience: -

- A recognized accounting qualification
- A minimum of 5 years experience in (Re)insurance company operations, with an emphasis on Finance
- A strong technical knowledge of industry practices across multiple functions
- Excellent interpersonal and communication skills
- Proven experience of working with underwriting systems, and general ledger packages would be an advantage
- Familiarity with market developments in e-commerce

Please apply in writing, with resume and professional references, to:-

The Head of Human Resources
Catlin Insurance Company Ltd.
P.O. Box 1287
Hamilton HM FX

Closing date: April 3, 2012