

Expertise

*We are retained to recruit by
many of Bermuda's finest
employers. Fidelis
is one of them.*

Operations Analyst

Our client, Fidelis Insurance, is a global provider of specialty insurance and reinsurance for property, energy, marine and transactional risk classes. Fidelis employs a total return strategy by tactically shifting capital and risk between insurance and investments to maximize the return on equity across market cycles. Fidelis is rated A- (Excellent) by A.M. Best Company, Inc.

Reporting to the Head of Insurance Operations and the Head of Claims, the primary purpose of the role is to provide technical support to the Operations and Claims teams, ensuring accurate data is captured and workflow deadlines are achieved.

The successful candidate will demonstrate a technical understanding of insurance principles and practices, and a genuine interest in building a career in the (re)insurance industry. This is an opportunity for an ambitious individual to join a start-up company, with a view to taking full ownership of operational processes, challenging the status quo and fully engaging with the business.

Duties & Responsibilities:

Operations

- Assist the operations team in servicing and processing business into the system of record
- Enter cash into the system of record; reconcile to bank accounts; and apply to correct policy premium entries
- Responsible for aspects of the monthly close process including analysing and calculating earnings
- Assist with the outward reinsurance accounting and preparation of counterparty reporting requirements
- Manage the Operations Inbox for cash advices and follow up with Brokers where appropriate
- Responsible for the entry, accuracy and maintenance of underwriting data through the processing of slips and endorsements, and liaising with appropriate parties
- Manage all final adjustments and account closing advices checking against premium instalments, with any discrepancies to be brought to the Underwriters' attention or directly liaising with the Broker as appropriate

Claims

- Ensure that all claims information is accurately recorded in the system of record, and service targets are achieved
- Responsible for aspects of the monthly close process including monthly reserve reconciliations and liaising with the Claims and Actuarial teams
- Provide confirmation of reinstatement premium calculations
- Facilitate the outwards reinsurance recovery calculations, reporting and recovery process

Minimum Qualifications, Skills & Experience:

- University Degree
- At least 3 years' experience in the (re)insurance industry in an operations, claims, or technical finance role
- A practical understanding of Underwriting systems
- Experience with Accounting or Bookkeeping preferred
- An insurance designation e.g. CPCU, ARRe, ARM an asset
- Demonstrated ability to master new concepts quickly, and take initiative with own personal development
- Proven prioritization and time management skills with accurate results
- Must be able to self-lead and work effectively both independently and with teams
- Ability and willingness to work significant overtime, including weekends and public holidays as needed

To apply please send your résumé to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing Date: February 24, 2017

Phone: 441-296-0336
Email: bdajobs@expertise.bm

Street:
8 Par-la-Ville Road,
Mintflower Place, 2nd Floor,
Hamilton, HM08

For more employment opportunities please visit:
BERMUDAJOBS.COM

FIDELIS