

Assistant Reinsurance Manager/ Reinsurance Analyst

QBE is an Australian listed company with a Group Head office based in Sydney, and has operations in 37 countries with over 14,000 employees worldwide. It is one of the top 20 insurers and reinsurers worldwide as measured by net earned premium, with operations in all key insurance markets. QBE Reinsurance Services (Bermuda) Limited is the captive reinsurer of the QBE Group and underwrites property catastrophe, property risk and casualty business globally, on an excess of loss and proportional basis. 2017 written premium was in excess of US\$3 billion. The company is seeking a qualified professional to join the company as the Assistant Reinsurance Manager/ Reinsurance Analyst. Reporting to the Reinsurance Manager, the successful candidate will assist in the day to day management of the reinsurance and credit control operations. This includes assisting in the Group's reinsurance program administration.

Key Responsibilities will include:

- Assist in ensuring the Company's reinsurance programs are correctly administered on the applicable reinsurance systems
- Assist in analyzing and ensure the correct application of those contracts to the relevant inwards & outwards contracts; thus ensuring prompt and accurate reinsurance reporting
- Assist in ensuring all premiums and losses are processed and settled promptly in accordance with broker, company and contractual timetables
- Coordinating amongst various functional departments (including claims, underwriting, risk management, actuarial and finance) and Group divisions
- Assist in managing the collateral requirements of the various inwards & outwards reinsurance contracts with internal & external parties
- Assist in producing reinsurance performance analysis for the QBE Group, for board reporting, management information and to aid business planning
- Developing and supporting the relationship between the Company and its assumed and ceded / internal and external reinsurance partners
- Providing superior service and best practice standards to brokers, clients and colleagues, to improve efficiency and customer satisfaction
- Executing on internal controls; assist in maintaining an effective internal control environment
- Supporting Finance team in monthly close processes as well as cash application and collection
- Ensuring accurate, timely and complete capture of underwriting information and appropriate documentation
- Analyze and monitor Debtors & Creditors for effective credit control.

Interested persons must possess the following:

- A University degree or a comparable mix of industry certifications and experience
- At least three years of relevant Reinsurance experience with a focus on data analysis
- Knowledge of underwriting and claims systems and data as well as reinsurance contract terms and structures
- Knowledge of relevant multi-national financial services, insurance and reinsurance regulations
- Effective cash and collateral management capabilities
- Excellent organizational and analytical skills and the ability to prioritize and work to demanding deadlines
- Advanced Excel skills are essential. Candidates must be able to effectively use Excel to manipulate and/ or merge large volumes of data and stress test assumptions and formulas. Candidates may be asked to take a practical test.
- Familiarity with the compilation of data from multiple sources for report generation
- A strong customer/stakeholder focus with an ability to work collaboratively and under tight time frames and across multiple jurisdictions
- Ability to travel on a quarterly basis if required.

Please apply in confidence, no later **October 19th, 2018** to:

Performance Solutions Limited

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