



Job Title:	IBA Underwriting Accounts Technician
Employment type:	Full-Time/Part-Time Permanent/Fixed Term Contract
Reporting To:	IBA Manager
Working Hours:	9.30am – 5.30pm - Monday to Friday
Location:	85 Gracechurch Street, London EC3V 0AA
Salary:	£ Competitive
Bonus:	Discretionary Bonus Plan
Benefits:	25 days holiday, Private medical insurance (plus dental and optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include summer party weekend, Halloween and Christmas parties.

About CFC:

We are the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. CFC is backed by more than 30 Lloyd's syndicates and delivers insurance to over 60,000 businesses in more than 60 countries. We're privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn't too corporate and we never take ourselves too seriously. We are 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast paced working atmosphere that is friendly, supportive, and fun.

Role Definition:

This role will support the IBA Manager in achieving company objectives for market settlements and associated administrative processes.

The IBA team handle in excess of 150,000 underwriting transactions, which represents an average 39% increase per annum since 2010.



JOB DESCRIPTION: IBA UNDERWRITING ACCOUNTS TECHNICIAN

Key Responsibilities & Accountabilities:

- Paid declaration issuance – Ensuring paid declarations are issued and settled to our Binding Authority Brokers in accordance with the terms of the binder.
- Obtaining resolution to any queries that arise from submission and payment
- Ledger maintenance – Ensuring cash is applied accurately and resolving queries where appropriate
- Production and submission of LPANs and appropriate documentation to enable settlement of premium via Xchanging.
- Ensure legacy items and unallocated cash are reduced to a minimum, either by way of correcting processing errors or submitting on paid declaration
- Processing amendments into our accounting system, Brokasure Desktop, to reflect CFC's in house policy processing system
- Provide support to the IBA Manager as required

Skills & Abilities

- High level of attention to detail.
- Ability to work effectively in a team.
- Ability to prioritise where necessary identifying and maintaining tight deadlines.
- Accurate numeracy skills.
- Confident, energetic and assertive.
- Excellent verbal and written communications skills.
- Adaptable and flexible to function and system changes.

Knowledge & Experience

- Understanding of IBA accounting within the Insurance industry.
- Working knowledge of Lloyds taxation and regulatory requirements.
- Computer literate with strong skills in Outlook, Word and Excel.
- Brokasure Desktop experience desirable but not essential.
- Experience of multicurrency desirable but not essential.



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Our Core Values



The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.