

**Premia Managing Agency Ltd (“PMAL”) – Role profile
(Delegated Analyst)**

<p>Overview</p>	<p>To monitor all delegated underwriting and outsource claims arrangements to ensure that all are handled in line with the Syndicate Guidelines and Philosophy, Lloyd’s Minimum Standards and all Key Performance Indicators.</p> <p>To ensure that Coverholders and TPA’s comply with the terms of their delegated authorities and contractual arrangements through regular monitoring and auditing.</p> <p>To undertake due diligence for new Delegated Claims Providers when required, review existing arrangements on incoming portfolio transfers and assist with the novating of contracts or entering into new agreements.</p> <p>The role will originally be focused on all areas of Delegated Claims however will progress to Delegated Underwriting in time.</p>
<p>Key responsibilities (for inclusion in job description)</p>	<ul style="list-style-type: none"> • Creation and maintenance of an Audit log to ensure regular auditing of Coverholders & TPA’s with full review and reporting of completed audits. • Bordereaux reconciliation as well as Bordereaux chasing and filing as required. • Assist with providing reports to management summarising Coverholder & TPA performance, highlighting areas of concern, and recommending improvement actions where required. • Assistance with the onboarding of incoming portfolio transfers and monitoring of these arrangements. • Recording of all above authority underwriting, claims, compliance and sanctions escalations to ensure that they are resolved in a timely and appropriate manner. • Creation and maintenance of a Delegated Claims log and monitoring of Loss Funds. • Assist with Lloyd’s Part VII submissions for Delegated. • Assist the Delegated team and external departments with ad hoc data requests and analysis.
<p>Ad hoc duties</p>	<ul style="list-style-type: none"> • Relevant experience of working in the London Market with excellent knowledge of Delegated Underwriting & Claims processes and management • Computer literate with a good working knowledge of Microsoft Office, with particular focus on Excel

	<ul style="list-style-type: none"> • Excellent numeric and analytical skills with a proactive approach to problem solving. • Adaptable to working in a demanding and changeable environment. • Good team working ethic with excellent customer service approach. • Ability to manage time, manage projects, meet deadlines and prioritise effectively.
<p>Company's values</p>	<ul style="list-style-type: none"> • Bold "We are ambitious and passionate about our future" • Expert "We use our specialisms and expertise to get things done" • Innovative "We embrace change and continually seek to improve the way we do business" • Accountable "We are outcome focused and deliver on promises" • Honourable "We act with integrity and aim to do the right thing" • Inclusive "We encourage participation and value all contributions"