

**Premia Managing Agency Ltd (“PMAL”) – Role profile
(Credit Control Technician - Reinsurance)**

Overview	To take ownership of all aspects of processing the ORI Teams LORS messages on all syndicates managed by PMAL. You will be responsible for the accurate allocation of LORS messages to ensure the integrity of the Reinsurance Ledger including, liaising with ORI Technicians, operations, brokers and reinsurers while having a requirement to provide Aged Debt reports / analytical support to the wider business. In addition you will be required to fully engage with the project team in the establishment of the new RI system and incorporation of new books of business onto XLPro.
Key responsibilities (for inclusion in job description)	<ul style="list-style-type: none"> • Process the ORI Teams LORS messages in a timely and accurate fashion in line with the ORI Team KPI’s. • Manage the ORI aged debt within set parameters in a timely and accurate fashion in line with the ORI Team KPI’s. • Ensure the accurate and prompt resolution of all ORI queries and including liaising with ORI Technicians, Claims Managers, brokers and direct reinsurers as required. • Produce aged debt reports for the PMAL Credit Committee and attend meetings as required. • Ensure the accurate and prompt resolution of all ORI queries and including liaising with ORI Technicians, Claims Managers, brokers and direct reinsurers as required. • Liaise with the Finance and Actuarial teams on a regular basis regarding reinsurance as required and in line with month end and quarter end procedures. • Carry out production of Aged Debt reports / MI for the Syndicate MI pack. • Support the current team in the establishment and configuration of XLPro. • Acquire knowledge of the additional books of business acquired by PMAL.
Skills & experience profile	<ul style="list-style-type: none"> • Extensive experience of processing LORS messages is essential. • Knowledge of XLPro and processing reinsurance recoveries would be beneficial. • Experience of managing reinsurer queries and liaising with ORI technicians, Claims Managers, Brokers and Reinsurers in order to seek resolution and settlement of unpaid accrual. • Ability to manage time, meet deadlines and prioritise. • Experience of producing Aged Debt reports and analysis would be beneficial. • Good communication skills, both verbally and in writing. • Strong numeracy ability, excellent attention to detail and accuracy. • IT literate and proficient user of LORS, Microsoft Excel, Word and Outlook. • Flexible approach to working in a demanding and dynamic environment.
Company’s values	<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”