

**Name:****Reports to:****Reinsurance and Pricing Manager****Read and Understood All Pages:****Signed**.....**Date**/...../.....

Our Vision

Our vision is to be regarded as the most trusted specialist insurer within our core sectors. We will achieve this by delivering on three strategic goals: achieving sustainable profitable growth in our core sectors, having expert and engaged people, and operating profitably and cost effectively to give back to our community.

Our Values:

Accountable:	Doing what we say we will do
Collaborative:	Working together to leverage our diversity
Customer Centric:	Putting our customers at the centre of what we do
Ethical:	Doing the right thing
People Matter:	Respecting, recognising and developing people

Role summary

The Reinsurance Officer is responsible for assisting with reinsurance reporting as well as delivering accurate and timely financial and management information and assisting with the delivery of reinsurance accounts to stakeholders.

Key responsibilities

The key responsibilities of the Reinsurance Officer are to:

1. Manage the Company's reinsurance reporting and control
2. Manage the Company's reinsurance accounting
3. Reinsurance process improvement initiatives and relevant Company projects
4. Deliver professional and efficient customer service to internal colleagues
5. Contribute to developing a workplace learning environment
6. Contribute to the alignment of risk and compliance management practises to Ansvar's strategic objectives by sitting in the first line of defence

Key responsibilities (in detail)

1. Manage the Company's reinsurance reporting

- Liaise with Ansvar's Reinsurance and Pricing Manager to assist with managing the reinsurance reporting. This will include the monthly/quarterly reinsurance reporting to the management team and to the reinsurers/brokers
- Assist with the reinsurance reporting for parent. This also includes the production of the quarterly reinsurance returns for Ecclesiastical Insurance Office Plc including the breakdown of reinsurance receivables by reinsurer
- Assist the Reinsurance and Pricing Manager to produce timely and fit for purpose reinsurance reporting to enable effective management of the business and decision making, and help the reinsurers to understand Ansvar's portfolio
- Assist with the management of requesting and monitoring the reinsurance collateral
- Manage the preparation of reinsurance related reports for APRA Returns on monthly/quarterly basis

2. Manage the Company's reinsurance accounting

- Manage the reinsurance accounting – prepare the monthly calculations for reinsurance premium, reinsurance commission/brokerage, reinsurance broker fees and reinsurance profit commission and post in the general ledger
- Manage all aspects of the reinsurance accounts payable and receivables functions
- Manage reinsurance invoicing – prepare the quarterly reinsurance invoicing reconciliation and ensure appropriate sign off from the reinsurance team prior to sending out reinsurance invoices
- Reinsurance receipting – manage the reinsurance receivables ledger including managing the receipting of all reinsurance monies received
- Reinsurance reconciliations – ensure robust reconciliations are prepared for all reinsurance general ledger accounts on a quarterly basis and all reconciling items are cleared on a timely basis
- Manage the production of the annual non-resident withholding taxation return
- Produce the monthly reinsurance payable and receivable report and related documents/information

- Arrange reinsurance payments –prepare summaries, follow up, agreeing to RI Payable below
- Assist with the management of collecting the reinsurance collateral
- Ensure reinsurance debt is collected on a timely basis and take appropriate action to collect overdue amounts and reconcile unmatched cash

3. Reinsurance process improvement initiatives and relevant Company projects

- Manage the reinsurance treaties set up in i90 and Select system
- Manage the reinsurance treaties and recoveries system maintenance. This includes the month end deferred RI closing, RI FAC review and processing, deferred claims review and process due to RI
- Assist with postcode table maintenance
- Assist with the implementation of business and process efficiencies/improvements across the business
- Provide support in managing and performing the Reinsurance elements of key business projects as required
- Assistance with business case analysis on projects as required

4. Deliver professional and efficient customer service to internal colleagues

- Manage the reinsurance shared email box
- Manage any related matters and issues pertaining to the role, providing considered guidance and advice when appropriate and escalating to the Reinsurance and Pricing Manager
- Build and maintain effective relationships with internal colleagues at all levels
- Ensure that all queries are responded to and resolved in a timely manner providing exceptional customer service at all times
- Ensure efficient accessibility at all times for both Head Office and regional colleagues
- Resolve issues and complaints in a manner that is consistent and appropriate with Company policy

5. Contribute to developing a workplace learning environment

- Keep up to date with Company products, systems and procedures, as well as all relevant legislation
- Attend appropriate workshops, events and activities, as well as reading professional publications and material on relevant subjects, and sharing knowledge with team members
- Contribute to the review and development of systems, policies, practices and procedures
- Provide support and guidance to internal colleagues on systems and processes as and when required
- Promote the importance of embracing Ansvar's values in delivering outstanding customer service to our distribution partners and customers

6. Contribute to the alignment of risk and compliance management practises to Ansvar's strategic objectives by sitting in the first line of defence

- Identify potential risks to the business, managing and controlling those risks appropriately; including identifying, assessing and effectively managing potential business risks
- Maintain compliance and adherence to all laws and company regulations, policies and procedures
- Align risk and compliance management with Finance practices
- Ensure awareness with Trade Practices, General Insurance Code of Practice, Insurance Contracts Act, Privacy and other legal obligations

You will also be required to assist the Reinsurance and Pricing Manager with any other duties as required from time to time.

Behavioural expectations and competencies

- Passionate about the business and highly motivated to achieve Company objectives
- Responds positively to change
- Passion for delivery of high customer service and meeting deadlines
- Determination to be "The Best" both individually and as part of the Company
- Embraces and consistently displays Ansvar's values
- Ability to create a positive working environment
- Flexible attitude with a 'can do' approach and a willingness to help out as required
- Excellent listening and communication skills plus the ability to receive and provide constructive feedback
- Sets and maintains high standards of performance, both personally and for the Company
- Excellent people skills and ability to build and maintain good relationships with colleagues, business partners and customers
- Highly disciplined, with excellent planning and time management skills and the ability to work effectively under tight deadlines and pressure
- Very good understanding of the roles of the other business functions
- Excellent team player, assisting by sharing knowledge and skills across the Company
- Facilitates a work place learning environment and culture that fosters continuous improvement

Technical competencies and experience

- A modern and progressive approach to business practices will be required
- Strong personal, written and verbal communication skills with the ability to establish rapport and negotiate with key internal and external stakeholders to achieve Company objectives
- Strong computer literacy skills, including sound knowledge of Microsoft Office Suite such as Word, PowerPoint and Outlook and in particular Excel and demonstrable experience effectively utilising various finance management systems
- Proven track record of meeting KPIs/business goals and targets
- Excellent analytical and abstract reasoning skills, possessing strong numerical reasoning
- Displays sound judgment and the ability to solve problems
- Strong business acumen combined with technical accounting skills
- Excellent report writing skills
- At least three years' experience in accounting in the general insurance industry
- Reinsurance accounting experience preferred
- CPA/CA qualified

Remuneration

Appropriate remuneration will apply.