



Endurance Specialty Holdings Ltd. is a global specialty provider of property and casualty insurance and reinsurance. Through its operating subsidiaries, Endurance writes property, agriculture, professional lines, casualty and other specialty lines of insurance and property, catastrophe, casualty, professional lines and specialty lines of reinsurance.

Endurance maintains excellent financial strength as evidenced by the ratings of A (Excellent) from A.M. Best (XV size category) and A (Strong) from Standard and Poor's on our principal operating subsidiaries.

As a leading global provider of insurance and reinsurance, we recognize that our success is derived directly from those who matter most: our people. We currently employ over 1,000 professionals in offices in Bermuda, the United States, the United Kingdom, Singapore and Zurich. At Endurance, a shared commitment to integrity, teamwork, agility, execution, and excellence define our culture, and we strive to create exceptional value for our clients and shareholders and maintain Endurance as a desirable place to work.

Summary

We are seeking a **Business Analyst, Billing for our Purchase office**. The Business Analyst will be responsible for business and functional requirements definition for billing as well as connected systems and reporting. The business analyst will also be responsible for planning and facilitating user acceptance testing.

Essential Duties and Responsibilities:

- Identify and translate business needs into clearly defined requirements for Guidewire BillingCenter projects. Develop requirements documentation inclusive of user stories/ use cases, process flows, data flows and report mock-ups.
- Plan, facilitate, and conduct requirements gathering sessions, meetings, and presentations.
- Build strong relationships within the business units and support functions to understand the business needs.
- Collaborate with development and testing teams to provide subject matter expertise, ensure that out of the box functionality is leveraged and to assist in troubleshooting and resolving issues.
- Ensure that proposed solutions are focused on improving efficiency and effectiveness of the business processes, and are consistent across products where possible.
- Participate in the development and planning of the User Acceptance Testing activities, including test plans and scripts, based on requirements.
- Facilitate UAT execution phase and work with business lead and project manager to obtain user acceptance test signoff.

Qualifications:

- 5+ years as an IT Business Analyst in the Commercial Property & Casualty insurance industry with 2+ years in Specialty insurance including General Liability, Inland Marine and Property.



- Experience with property and casualty billing systems is required. Experience with Guidewire BillingCenter is strongly preferred.
- Experienced with Agile SCRUM methodology and business analysis methodologies; working knowledge of business analysis documentation standards.
- Hands-on experience writing user stories is required.
- Proven track record of creating clear, concise deliverables that reflect a deep understanding of business needs and the out of the box software functionality.
- Excellent problem-solving and analytical skills.
- Experience operating and interfacing with business management, including negotiation and presentation skills.
- Excellent communication skills, both written and verbal. Understands communication channels and escalates appropriately.
- Strong initiative; able to self-manage. Comfortable with ambiguity and able to work through it to get the right things done.
- Must be able to see tasks through to completion without significant guidance.
- Personal time management skills and ability to meet individual and team deadlines.
- Experience using standard project and business tools including Rally, Microsoft Project, Excel, PowerPoint, Project, SharePoint.
- Team player who works well with technical and business resources.
- Ability to work in the U.S. without company sponsorship now or in the future.

Education:

- B.A / B.S degree
- Insurance Certification, i.e. CPCU a Plus

Endurance offers a competitive compensation and benefits package commensurate with experience. For immediate consideration; please e-mail your resume as a Word document along with salary history/requirements to: broldan@enduranceservices.com

Visit our website at <http://www.endurance.bm/>

Endurance is an equal opportunity employer committed to a diverse workforce. M/F/D/V