

## Are you looking for your next opportunity?

Sompo has a unique opportunity for a **Bordereaux Technician** in our **Delegated Operations Team**.

*Our Delegated Team covers most lines of business, from Casualty to AH, Marine to Aerospace. We are looking for someone to be an expert in the data our MGA partners send to us, helping to map it into our standard data models and serving as a point of contact for the business when they want to access the MI.*

**Location:** This position will be based out of our **(London)** office. We strive for collaboration which is why we offer a work environment where our employees thrive and develop long lasting careers.

### Our business, your impact, our opportunity:

#### What you'll be doing:

- Ensure timely uploads to the Bordereaux Management system and investigate data discrepancies where required
- Review data quality reports and ensure bordereaux accuracy. Identify and resolve errors in data and mappings where required.
- Contact our service providers on overdue and/or incomplete bordereaux
- Assist in ensuring our service providers are meeting the SI Minimum Bordereaux Mapping standard
- Liase with internal stakeholders on data queries within bordereaux management system
- Map and approve bordereaux mappings
- Support build out of Power BI reporting of bordereaux data, acting as key consultant on new report builds and interface with the business
- Assist Credit Control/Financial Operations with premium allocation on non-bureau business
- Be primary point of contact for all stakeholders for bordereaux management and assist the DU Architecture & Governance manager in ensuring appropriate processes, procedures and key controls are adhered too.
- Assist with ad-hoc operational matters for internal and external stakeholders, providing MI where required on bordereaux management
- Assist in the processing of non-bureau premiums

#### What you'll bring:

- 5 years experience in similar role
- Familiar with bureau processing (IMR, Qlikview reporting etc)
- Experience with 3rd Party Bordereaux Data Management, (Bindercloud, DA-Sats, VIPR etc.) preferred
- GCSE or equivalent educational qualification; Mathematics minimum pass, Grade 6+ preferred
- Progression towards CII preferred
- Competent in use of all MS Office tools (Word, Excel, PowerPoint to a moderate extent)
- Good oral and written communication skills
- Ability to work with minimal supervision, and able to deliver outputs based on given priorities, achieving tasks within tight deadlines
- Good interpersonal skills as it relates to building organization relationships and inspiring trust
- Track record of integrity
- Customer focused and uses this to drive best-in-class performance by all measures



### **Our Benefits**

We continuously evaluate and update our benefit programs to ensure that our plans meet the needs of our employees and their dependents. Below are a few highlights of our inclusive benefit programs:

- Expansive Health & Wellness Benefits
- Generous Retirement & Savings Plans
- Global Parental Leave & Adoption Assistance

### **In today's world, what do we stand for?**

We strive to create exceptional value for our clients and shareholders while maintaining Somo as an attractive place to work. We foster an environment of ongoing, open dialogue between managers and their direct reports, and believe in an organizational environment where everyone belongs. We proudly are a multi-racial, multi-cultural, global enterprise. We reject all forms of racism, bigotry, prejudice and injustice and continue to invest in building out an inclusive and diverse work environment.

### **About Us**

**Expert Partners.**

**Clarity in complexity.**

**Unwavering commitment.**

We're Somo, a global provider of property, casualty, and specialty insurance and reinsurance. Building on Somo Holdings' 130 years of innovation, we're committed to applying all of our experience to simplify yours.

Our dedication to you shows up in the care we put in every detail, working to create a frictionless risk management journey for everyone we serve.

We lead with your priorities, meticulously crafting solutions, sharing insights, and understanding your needs.

Around the world, our 9,000+ employees use their expertise to learn, improve and find clear answers for your complex challenges.

Because when you choose Somo, you choose the ease of expertise.

To learn more about visit our website at [www.sompo-intl.com](http://www.sompo-intl.com)