

Claims Broker – Marine

London (hybrid)

About BMS Group

BMS is a dynamic, independent, global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. We are a global brand with offices located across the US, Canada, Latin America, Australia, Europe and Asia with both a strong, local focus and understanding of market needs.

Our teams are respected globally for their specialist market knowledge, intelligent analysis and insight. Our people strive to be 'the best in class' and with an innovative approach and their entrepreneurial thinking, our clients truly benefit from better solutions to policy development and placement.

Being independent makes a key difference to our clients, giving our brokers the freedom to deliver the best solutions, tailored to meet their business needs. Coupled with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

Summary of Position

As Claims Broker, you'll deal with all aspects of the claims process from advice through to settlement as directed by your Head of Department.

Key Responsibilities & Accountabilities

- Assisting Senior team members and Brokers with claims handling process
- Create and maintain claims/accounts files
- Input document details on to the in-house system
- Assess and process claims and premiums
- Produce and send advice, collection, premium and treaty documentation
- Broke advices and collections to London Market where appropriate
- Obtain agreement to advices and collections via ECF system

BMS Group Ltd

One America Square, London, EC3N 2LS

Switchboard: +44 (0)20 7480 7288 Fax: +44 (0)20 7488 9837 www.bmsgroup.com Registered in England 1479949

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- Produce accurate statistics where required
- Deal with market, client and internal queries
- Conduct business meetings with clients and reinsurers
- General office duties and ad hoc tasks as required
- Adhere to company and regulatory policies & procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

What we're looking for

- London Market Claims experience required, preferably with some North American Marine
- Previous ECF & IMR experience required
- Effectively contribute to the team and interact with others
- Strong communication skills and the ability to communicate effectively both verbally and in writing
- Ability to use own initiative to work out any problems, which may arise

Competencies required

- Professional attitude to work
- Punctual and Conscientious
- Shows enthusiasm

What's in it for me?

This is a permanent role, offering a competitive salary and bonus, 27 days holiday, plus access to our personalised benefits platform, Your Rewards, including:

- comprehensive private medical cover for you and your dependents
- complimentary annual health checks
- access to a virtual 24hr GP
- gym subsidy & dedicated wellbeing support
- retail discounts
- opportunity to purchase equity
- defined contribution pension
- extra day's leave to celebrate your birthday

Through our Diversity, Equity and Inclusion (DEI) vision, we are committed to 'building a culture of belonging for all, valuing diverse perspectives and embracing authenticity.' As such, we have created our 'BMS Together' programme, with dedicated training, collaborative committees and intentional partnerships. In support of our ESG vision, we offer two additional paid days each year to take part in charitable work.

BMS offers flexible and hybrid working policies and we're happy to discuss options with you upon application. Please let our team know if you require any adjustments to support you through the application process.