

BMS Early Careers Programme – Operations Stream

This is a fantastic opportunity to join our Early Careers programme, working closely with Senior Technical Experts within Central Operations including Central Processing and Accounts, Market Security & Due Diligence with exposure to other areas of the group.

Learn 'on-the-job' in a dynamic and collaborative environment whilst studying for an industry recognised qualification, enrolling onto the Level 3 Insurance Practitioner course and completing the Certificate in Insurance from the Chartered Institute in Insurance.

This role will be based in our London office, with the opportunity to work from home in a hybrid fashion.

About BMS

BMS is a dynamic, independent global broker established in 1980, delivering specialist insurance, reinsurance, and capital markets advisory services. Our purpose is to help people, businesses and communities flourish and prosper in a world of risk.

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. Being independent gives our brokers the freedom to deliver the best solutions and combined with our collaborative team approach, single platform worldwide and renowned personal service, we are the independent broker of choice.

About the department

The BMS Early Careers Programme provides a route into a successful career in a dynamic industry. The Central Operations function offers technical services and support to Global Risks, BMS Re and International Divisions. It is made up of various teams which covers all operational activities including:

- Processing
- Insurance Accounts
- Due Diligence & Market Security

BMS Group Ltd

What we're looking for

Entry Requirements

- At least grades 9-4/A*-C, in GCSE English and Maths
- Studying towards level 3 qualifications such as A Levels, NVQ or BTEC

Competencies Required

- Excellent attention to detail
- A passion and willingness to learn
- Ability to work in a team and contribute positively to team goals
- Excellent interpersonal and written communication skills
- Excellent IT and organisational skills

These supplement the five BMS values

- We put clients first – going further to help them succeed
- We find a way – bringing ingenuity and determinations to every challenge
- We work as one – with diverse expertise that drives meaningful impact
- We take ownership – with trust and integrity as our foundation
- We sweat the details – because small things create big opportunities.

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

BMS Group Ltd

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In addition, apprentices will also receive:

- £200 clothing allowance upon joining
- £50 per month BMS contribution into a workplace ISA for the duration of the apprenticeship scheme
- Membership to the Chartered Institute of Insurance
- £400 qualification award upon completion of Level 3 certificate
- Full study support including revision aids, exams and study days
- Student discounts

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.

[Apply here](#)

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information



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