

Account Executive (Upstream Energy)

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

This role sits within our Energy Upstream team handling E&P, Contractor and Midstream business for North American and international clients. Main focus initially will be for Upstream energy clients, predominantly North American based providing operational coverages.

Key Responsibilities & Accountabilities

- Co-ordinate placement of risks with brokers, production of documentation to enable the placement of Energy risks and maintenance throughout the risk life cycle (including underwriting submissions, Market Reform Contracts, wordings, endorsements)
- Demonstrate excellent technical knowledge and ability to communicate this to various audiences (Insureds, Clients, Underwriters and Colleagues)
- Ensure accounts are serviced efficiently and professionally using internal and external IT applications including Placing Platform Limited (PPL)

- Review and analysis of risk exposure data to assist brokers
- Creation of MRC slips, policy wordings and Underwriter submissions; produce slip endorsements for mid-term amendments; develop bespoke clauses and wordings to meet Clients' needs
- Complete internal processes to enable debit notes to be issued, resolve any queries raised by central processing teams, issue debit notes to client and monitor/ chase for receipt of premiums
- Monitors and maintains workflow and other internal data records including budgetary records
- Operates a paperless filing system and strives to streamline processes
- Ensures excellent service and compliance using meticulous checking and organisation
- Maintains up-to-date working knowledge of regulatory requirements
- Enables and encourages interaction and collaboration with other divisional units
- Build a relationship with clients via e-mail, telephone and face-to-face dealing
- Adhere to company and regulatory policies, procedures together with mandatory training requirements

What we're looking for

- An understanding of London Market insurance processes
- Familiarity with slip and endorsement content
- Excellent interpersonal and written communication skills
- Excellent IT & organisational skills
- Strong administration skills with the ability to use own initiative, taking ownership
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Anticipates problems in advance and makes contingencies
- Proactive, always looking for ways of delivering a better or more efficient service
- Communicates clearly; effectively contributes to the team and interacts with others
- Excellent attention to detail and ability to plan meticulously

- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - We put clients first
 - We work as one
 - We find a way
 - We sweat the details
 - We take ownership

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, Equality 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.

To apply to this opportunity, please forward your CV and any supporting documents to: joinus@bmsgroup.com

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