

### **Job Profile for Reinsurance Officer**

Responsible for managing effectively and efficiently service delivery from Business placement to claims settlement

### **Role Qualification:**

- **Academic/Professional:** Bachelors' Degree from a reputable tertiary institution
- Possession of an MBA or professional qualification will be an added advantage.

**Work Experience:** Minimum of two years total work experience with at least 6 months in Reinsurance role.

### **Key Responsibilities:**

- Coordinates all reinsurance activities.
- Ensures compliance with set standards for reinsurance.
- Assists Unit Head in packaging sound and robust treaty arrangement for the company.
- Preparation of data and statistics for the treaty negotiation.
- Ensure treaty set up is done before commencement of the year.
- Ensures all regulatory applications are filed within stipulated timeframe.
- Ensures prompt settlement of reinsurance premiums.
- Collaborates with Claims Unit on notification and recovery of claims from reinsurers.
- Ensures immediate cession of risks beyond the company's underwriting capacity through treaty and facultative sessions.
- Ensure facultative outward slips are sent to reinsurers within 24hours of receiving acceptance from reinsurers.
- Ensures prompt reconciliation of year end accounts with reinsurers.
- Ensure cession certificates are sent to lead reinsurer 2weeks after end of each month.
- Analyses facultative inward transactions and issue necessary documents after acceptance.
- Preparation of data and statistics for the Monthly Report to FINCON.
- Reconcile reinsurance accounts with the Reinsurers.
- Serves as the company's contact person with life reinsurers.
- Carries out any other assignment as delegated by the Unit Head.

### **Required Skills and Competencies**

- Ability to work within and across teams.
- Ability to handle deadline-oriented work.
- Highly motivated

- Strong verbal and written communication skills
- The ability to adhere to departmental policies and procedures.
- A willingness to take ownership of assigned work by exhibiting a high level of commitment and initiative.
- Ability to manage workload and proactively provide updates.
- A developed understanding of Reinsurance

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g., “Reinsurance Officer”.