

# ARMOUR RISK

## Broker Project Manager

### Armour Risk Management Limited

We have an exciting opportunity for an experienced Insurance/Reinsurance professional to join our expanding team. We are a young dynamic business with ambitious expansion plans operating in the global insurance and reinsurance market, focusing on the United States, Europe, Lloyd's of London and Bermuda.

Working closely with our Asset Recovery Team the successful applicant will be responsible for pursuing trapped funds within broking houses for our current and future clients.

You will have a proven track record of achievement in this area and there is an expectation that you will produce additional clients whilst developing and growing this demanding role across all of our businesses.

We are looking for an energetic, commercially aware professional with experience of the Insurance/Reinsurance broking industry, with the ability to think on your feet, problem solve and have excellent interpersonal skills and Market contacts.

Although you will be based in our London office there will be a requirement to travel to our other locations in the UK and occasional travel to our overseas offices. Our UK offices are Cirencester, London and Folkestone.

We offer a competitive salary and benefits package.

To apply, please forward your CV and covering letter detailing your current salary benefits package to [careers@armourrisk.com](mailto:careers@armourrisk.com).

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<b>Jobholder:</b>	
<b>Job Title:</b>	Broker Project Manager
<b>Department:</b>	Asset Recovery
<b>Reports to:</b>	Account Manager
<b>Reported to by:</b>	N/A

## Key Objectives:

- Working closely with Senior Management and the Asset Recovery Team liaise with all brokers in the pursuit of trapped funds on behalf of our present and future Clients.
- Using market contacts develop and grow this element of the business to provide service income in excess of £100k in 2013.
- To ensure that the relationship between the Client(s) and Armour is effectively managed.
- To manage and ensure that the Client(s) receive centralised monthly reporting that caters for all developments.

## Key Tasks

<b>1</b>	To liaise and meet with brokers in order to collect assets owed to the Clients in accordance with the targets identified in the Business Plan(s).
<b>2</b>	Identify cash due and ensure funds are received by the Clients at the earliest opportunity.
<b>3</b>	To manage the reconciliation of cash received from brokers and to ensure any queries arising from the reconciliation are resolved promptly.
<b>4</b>	To ensure that the integrity of the ledgers is maintained throughout the process.
<b>5</b>	Participate in business planning and in compiling reports for the Clients, Management Information and any third party requirements. To ensure reporting is prompt and in accordance with the Business Plans.
<b>6</b>	To undertake Performance Management review meetings to identify and review progress towards goals and objectives in order to supervise, motivate and train staff and to assist fellow managers and staff with technical or legal problems.

<b>Key Personal Skills Required:</b>	
<b>1</b>	Excellent organisation skills and ability to prioritise own work and that of others in order to achieve the delivery of key tasks.
<b>2</b>	Excellent interpersonal skills, with a focus on teamwork, listening and questioning techniques.
<b>3</b>	Excellent negotiation skills.
<b>4</b>	Commitment to effectively quality control own work and work of others.
<b>5</b>	Comfortable in dealing with staff, internal and external contacts at all levels.
<b>6</b>	Receptive, flexible and adaptable to changing circumstances.

<b>Key Technical Skills/Knowledge/Professional Qualifications Required:</b>	
<b>1</b>	Excellent understanding of Insurance/Reinsurance practices.
<b>2</b>	A comprehensive knowledge of the internal workings/systems/accounting of a Broking House.
<b>3</b>	Strong negotiation and leadership skills. A good team player.
<b>4</b>	Extensive market contacts.
<b>5</b>	A good working knowledge of the various Microsoft office programmes with particular emphasis on Excel, Access and Word.
<b>Signed by Line Manager:</b>	
<b>Date:</b>	
<b>Signed by Jobholder</b>	
<b>Date:</b>	

The above contains the main outline of your duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job profile. Should an additional responsibility become a regular part of an employee's job, the Job Profile will be amended to include this.