



Insurance Services Executive

Location: Leopardstown, Dublin 18

Job Purpose

The Insurance Services team are responsible for the integrity and timely reporting of Fleet & Premium and Bordereau to ensure maximum profits for LeasePlan Insurance.

Responsibilities will include but are not limited to:

- Contact person for a number of European portfolios for LeasePlan entities as well as TP clients
- Processing, acceptance and publishing of bordereau data from LPINS Claims Handlers within specific timeframes. Monthly review of bordereau to identify erroneous entries.
- Prepare reconciliations within set timeframes and present to the Insurance Services Team Leader. Identify and investigate reconciliation differences in order for correction – focus given to attention to detail when compiling submission.
- Processing and completion of all aspects of claims and premium invoices
- Analyse, review and consolidate Fleet & Premium submissions from all countries under your management to meet reporting timeframes.
- Processing and completion of IPT payments. Ensure all received from TMF in accordance with SLA and IPT deadlines.
- Control of monthly, quarterly and annual returns completed by LPINS fiscal representative together with proof of payments.
- Complete defined controls against underwriting criteria and premium validation checks.
- Regular review and update of the documentation on SharePoint
- Adhere to operational processes and procedures and identify areas for improvement in current procedures and make recommendations to the Insurance Services Team Leader.
- Develop key relationships with business partners and maintain appropriate contact logs.
- Any other tasks or projects as requested by the Insurance Services Team Leader or Digital Product Manager.
- Attend and complete IT Security training and any other LeasePlan Insurance/LeasePlan Corporation training as required.

Knowledge & Skills

Knowledge

- 2 - 4 years' experience in the insurance industry, particularly motor insurance would be beneficial
- Excellent working knowledge of Microsoft Office is essential, in particular Microsoft Excel
- Third level qualification in business, analytics, maths, science or insurance is preferred

Skills

- Attention to detail and ability to take ownership of key functions
- Excellent analytical skills with a high degree of accuracy
- Ability to prioritise work to meet reporting deadlines
- Being proactive and ability to work on own initiative
- Team player who will play an important role as part of a small highly specialised team
- Proven ability to build and maintain relationships
- Very good verbal and written communication skills

LeasePlan Insurance is an equal opportunities employer.