



<b>Job Title:</b>	Integrations Analyst	<b>Reports To:</b>	Integrations Manager
<b>Department/Team:</b>	Operations	<b>Location:</b>	London
<b>Travel Required:</b>	Some Travel to Other Offices May be Required		
		<b>Position Type:</b>	Full Time
<b>Role Description</b>			
<p>As part of the wider Business Integrations function, this role is all about ensuring the quality of our data is at an exceptional level, enabling colleagues across the business to use information and data with confidence. The work you do will ensure that both policy and claims information is correctly recorded and supported, facilitating accurate claims adjusting, enabling identification of reserving issues and accurate assessment of IBNR.</p>			
<b>Main Responsibilities</b>		<b>Experience &amp; Key Skills Required</b>	
<ul style="list-style-type: none"> <li>• To review the data received as a result of integrating new business, and to take relevant action to enhance the data quality.</li> <li>• Managing the electronic and physical documents received in relation to new business to ensure that Contract and Claims documents are accessible to the teams that need access to them.</li> <li>• Enhancing claims information by re-categorising loss information to ensure correct reserving methodology can be applied by the actuarial team.</li> <li>• Making suggestions for team efficiency through appropriate phasing and prioritisation of work.</li> <li>• Working towards a time-lined plan to achieve deadlines for completion of data cleansing activity.</li> <li>• Identification of important or repeated issues in data, to assist in improving overall processes.</li> <li>• Dealing with ad-hoc requests from teams to assist in various assignments</li> <li>• Commutation support – assisting with specific exercises to support the commutation team.</li> </ul>		<ul style="list-style-type: none"> <li>• A desire to deliver high quality accurate results on a consistent basis.</li> <li>• Experience of working within insurance or reinsurance companies.</li> <li>• Excellent data skills and proficient with MS Office packages.</li> <li>• Confident and competent to work independently or as part of a team.</li> <li>• Good communication skills, both written and verbal.</li> <li>• Experience in integration/migration – desired but not essential.</li> <li>• Would suit candidates with underwriting or claims handling experience across a range of insurance classes.</li> <li>• Results driven and able to work to deadlines and meet required targets.</li> </ul>	