African Trade Insurance Agency
Agence pour l'Assurance du Commerce en Afrique

Job Description for Young Professional Portfolio Services Officer

Reporting to the Chief Underwriting Officer, the Young Professional Portfolio Services Officer, will be under direct supervision of the Senior Portfolio Services Officer during the 12 months of training. He/ She will manage client relationships and contractual agreements.

The Young Professional will perform in particular the following functions and duties:

Policy Execution and Management

- Prepare and execute policy documents, including reinsurance documents;
- Team up on the harder-to-close policies and provide input and explanations to parties (e.g. underwriters, prospect, bank, broker, reinsurance broker, etc) on the specific wording and calculation rules to be used in the NBI's and Insurance Offer Letters;
- Issue Certificates of Effectiveness;
- Prepare Risk Country approvals;
- Manage the policy annuities;
- Turnover declarations follow up;
- Manage the day to day issues arising from policies;
- Provide product training and customer service to existing clients.

Reinsurance Management and Reporting

- Prepare and execute reinsurance contracts and endorsements;
- Manage the annual renewal process of the Treaty reinsurance programs;
- Prepare underwriting memos for the treaty renewals;
- Track and manage reinsurance exposures and ATI's net capacity;
- Prepare quarterly reinsurance reports for the treaty participants;
- Prepare for Finance Team the reinsurance breakdown reports for each invoice and credit note;
- Work with the reinsurance broker on reinsurance administration.

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Operational Income Management

- Prepare and send out Invoices;
- Follow-up for premium and other obligations;
- Prepare Overdue and Termination Notices;
- Report on premium follow-up issues;
- Monitor and create follow-up reports for overdue and upcoming premium;
- Follow up with brokers and reinsurers for their invoices / preparation of payment advices;
- Report/advise on premium receipt allocations (e.g. broker commission and reinsurance payable);
- Review and clear broker and reinsurance invoices.

Reporting and Data Management

- Keep records/track of due dates, payment dates, client issues, and other policy related obligations;
- Manage the Policy Database and generate reports as needed;
- Preparation of data and reports for team and management use;
- The team participates in the development, management, testing and feedback of the underwriting system.

Others

Timely preparations of any training material including presentations as instructed by the Chief Underwriting Officer or any other Senior Officer in Portfolio Services.

Qualifications & Skills

- Be a citizen of a member country of ATI;
- Be 35 years of age or younger by December 2021;
- A Master's degree in Business Administration (MBA), Finance, Economics, Banking or other financial service specialization;

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- A Bachelor's degree in Finance, Economics, Banking or other financial service specialization;
- CII or CPA/ACCA (an added advantage);
- At least three (3) years relevant experience;
- Knowledge of insurance and re-insurance;
- Proficiency in MS Office suite of packages;
- Report writing;
- Negotiation skills;
- Time management;
- Good oral communication skills and interpersonal skills;
- Presentation skills;
- Analytical skills;
- Strategic thinking;
- Judgement and decision making skills;
- Ability to work beyond normal working hours when the job so demands.

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