

Job Title- Consultant, Claims

Reporting to — Kit Hollis, Director

Overall Purpose of Job

Provide consultancy services to clients on claims, risk management, insurance, project finance advisory work in relation to outsourced risk management and insurance consultancy.

Support other INDECS activities as required by the Directors from time to time.

Specific Purpose of the Job (Claim Consultant)

To provide consultancy services on the management and settlement of insurance claims to Insureds. The role as a part of the claim team includes:

- Advising clients on the collation, formulation and presentation of insurance claims.
- Data analysis and collation with regards to costs and expenses incurred.
- Audit and formulation of the claim quantum, including production of accounting data with fully supported cost documentation.
- Produce statements as to the quantum of insurance claim.
- Support client in production of data within timely manner.
- Track and record progress of claim against agreed strategy and timeline.
- Presentation of claim documentation to loss adjusters / lawyers representing insurers.
- Support with regards to claim strategy and processing in order to bring a claim to settlement.
- Support in the retention, instruction and management of technical subject matter experts.
- Support in relation to advice on content and production of root cause analysis, damage surveyors.
- Support with regards to advice on policy coverage and interpretation.
- Support as regards retention and utilisation of external lawyers.

In order to fulfil the roll, the employee will be required to undertake the following:

- As required, communicate with risk managers, insurance managers, project managers, brokers, loss adjusters, lawyers, underwriters, technical consultants on claim related issues.
- Attend meetings with clients, loss adjusters, brokers and/or lawyers.
- Undertake presentations of data to loss adjuster, lawyers. Participate in audit process of claim quantum.
- Develop existing and new business opportunities on a worldwide basis.
- Promote the company at external functions, lectures etc.
- Prepare client invoices and narratives and assist with accounts as necessary
- Produce client proposals.
- Support the Directors and Consultants in the claims/adjustment drafting process.
- Provide general support and ad hoc assistance as required.



General Candidate Requirements

- The candidate should be numerate, with ability to analysis and manipulate large volumes of data through use of Excel.
- Excellent analytical and presentation skills, particularly in collation and presentation of cost data.
- Strong organisational skills to manage workflows, collate information and track progress.
- Strong communicational (and in particular written) skills.
- Willingness to work under pressure and with flexibility to meet client needs.
- Willingness to travel domestically and international.
- Participate in a team environment, both internally and externally with clients.
- Insurance knowledge is not essential.
- Candidate should have minimum of 5 years working experience, with professional qualifications and a degree.

