

EMPLOYMENT OPPORTUNITIES IN QBE EUROPEAN OPERATIONS

Job Title: DUA Auditor
Department/Syndicate: QBE Insurance (Europe)
Location: London (Plantation Place)

Role (Summary)

To perform on-site audits of Delegated Underwriting Authorities and deliver relevant findings and recommendations in report format to Stakeholders and Senior Management. The role will also involve ad-hoc attendance at Divisional Meetings where feedback of audit results will compliment performance analysis of the business written.

Key responsibilities:

- Undertake a designated number of on-site Coverholder audits in accordance with an agreed scope to ensure that the U/W & Reinsurance Review Department (URRD) achieve their annual targets.
- Conduct pre & post-audit meetings with QBE Underwriters and Divisional Managers to confirm scope, provide initial de-brief of the outcome and agree appropriate action plans for the resolution of all findings.
- Maintain accurate and up to date management information including the delivery of written reports and updating of audit records within a central database.
- Assist with the continual review and enhancement of the Audit Scope to ensure that the QBE DUA Model is appropriate and recognises changes in legislation and extent of delegation.
- Analyse audit reports undertaken on behalf of QBE by external service providers and escalate any issues that require further attention.
- Assist with the evaluation of audit services provided by external companies to ensure consistency and value.

Essential requirements:

- Appropriate experience gained auditing Coverholders or administering Delegated Underwriting Authorities in either the Lloyds or Company environment.
- Very good communication skills with the ability to lead post audit de-brief meetings with Underwriters and, where necessary, Senior Management.
- Strong technical understanding of the operation and management of binding authority business.
- Demonstrate a good level of computer literacy to support analysis of Management Information and report writing.
- Strong organisational skills with the ability to manage multiple audit projects concurrently, some of which will involve overseas travel.
- Have the ability to develop and maintain good working relationships with Coverholders, other market professionals and key stakeholders within QBE.
- French language skills an advantage.