



## JOB DESCRIPTION

# MI Reporting Executive – Bristol

## ABOUT US

RPC is a dynamic, collaborative and commercial law firm. We love our work, but we love our clients more. Those clients are often household names, many of our lawyers are market leaders, and by investing in long-term relationships together we achieve award-winning results.

Headquartered in London and with offices in Bristol, Hong Kong and Singapore, we support our clients globally, both through our own offices and by collaborating with leading law firm networks. We are big enough to handle the most complex matters, and agile enough to adapt quickly to the opportunities and challenges our clients face. Through our commitment to and focus on five strategic areas of importance – Commercial & Financial Disputes, Insurance, Regulatory, Retail & Consumer, and Technology & Media – complemented by a wide variety of practice areas, our revenue increased by 33% in the last two years.

That commercial success is reinforced by our unique culture. Clients and recruits are often surprised by just how different – how approachable – we are. We hire people with personality and invest heavily in their professional development and wellbeing. Every person at RPC should feel valued, respected and free to be themselves. And we want to help everyone achieve their ambitions – our clients, as much as our people.

## INCLUSION & DIVERSITY

We are problem solvers. Whether in front of clients or behind the scenes. To solve problems creatively for clients, we need diverse thinking; drawing on different experiences, backgrounds and perspectives. That means that everyone who either applies to, or works for, the firm is treated equitably. We believe in equal access because our people define us and define what we do.

If you need support and adjustments to do your best work, whether that's during the recruitment process or throughout your time at RPC, we're here to help.

[rpc.co.uk](http://rpc.co.uk)



[www.linkedin.com/company/reynolds-porter-chamberlain-rpc](https://www.linkedin.com/company/reynolds-porter-chamberlain-rpc)



[twitter.com/rpclaw](https://twitter.com/rpclaw)

## ROLE OVERVIEW

### The team

The Insurance MI team provides a **professional**, remarkable and **timely** service in the capture and maintenance of data and the delivery of management information (MI) to partners, lawyers, internal and external clients. The team operates in a busy, **deadline-driven** environment.

As part of the wider Practice Services Group, are at the forefront of data management for the Insurance Group. The team handles data throughout the life cycle of files, including at matter opening, the preparation of periodic MI, quality assurance of data and matter closure.

### The role

The MI Reporting Executive will need to ensure quality and accuracy of their work product as well as taking responsibility for personal time management, expectation management of stakeholders and meeting deadlines. They will provide an efficient, reliable, accurate and consistent service. Client MI requirements and methods of production regularly evolve. The MI Reporting Executive will need to be able to adapt to change and the introduction of new processes and procedures.

The MI Reporting Executive's main internal clients are the Client Relationship Partners and insurance lawyers. The Insurance MI team work very closely with the wider Practice Services Group. Building and maintaining the relationships within the Insurance Group and the wider firm is important in this role.

The MI Reporting Executive will have and/or need to gain an in-depth knowledge of RPC's insurer clients, the types of work carried out for each and their individual MI requirements, building on their existing experience in the legal and/or insurance fields. Full training will be provided.

Prime duties and responsibilities include:

- Data capture
- Data maintenance
- Data quality assurance (Q/A)
- MI reporting – production, circulation, Q/A and updating
- MI report admin
- Preparation of matter closure reports
- Liaising with lawyers and secretaries
- Providing guidance and support to lawyers and secretaries on aspects of data management and MI

The MI Reporting Executive will need to be flexible from time to time in respect of working hours to ensure a consistency of service and the meeting of specific client driven deadlines.

### **Knowledge, skills and experience**

- Strong client service skills including stakeholder management
- Experience of insurance work is essential, either within a legal setting or the insurance market generally
- MOS Excel 2010 basic qualification is required. For those candidates without this a good general knowledge of Excel is needed and the candidate will be required to achieve the qualification during their probation period.
- Attention to detail, analytical mind with strong numeracy and literacy levels
- Excellent organisational skills and flexibility
- Ability to manage tight deadlines and remain calm under pressure
- Proactive nature – self-motivated and enthusiastic
- Capable of working independently and as part of a team
- Comfortable with high volumes of data and adhering to workflow processes and procedures