



Job Role: FINANCIAL INSTITUTIONS ASSISTANT UNDERWRITER

Reports to: NEIL BEATON – FINANCIAL LINES PRACTICE LEADER

Role Definition

Under the direction of the Team Leader, underwrites and analyses renewal business. Follows underwriting manuals and rating models with a high attention to detail. Monitors insurance laws and regulations. Assists with day to day team administration tasks, including account allocation. Provides reports on key metrics to the underwriting team.

Key Responsibilities & Accountabilities

- Demonstrates a strong understanding of exposures and key coverage issues. Makes underwriting decisions to accept, decline, or modify risks with the guidance of Team Leader and Practice Leader.
- Develops superior working relationships with key producers to successfully maintain the renewal book and grow the portfolio in accordance with profitability goals.
- Maintains a strong professional knowledge of competition, regulatory and legal environments and applies this information effectively.
- Meet performance standards
- Responsibility towards colleagues
- To underwrite within agreed authority levels and parameters
- Work effectively in a team
- To prioritise where necessary identifying tight deadlines
- Ensure reports are prepared in time for Practice Leader / Team Leader review, analysis and distribution
- Assist with ad-hoc research requests from the underwriting team

Skills & Abilities

- Operate under pressure
- Accurate numeracy skills
- Good command of the English language, spoken and written
- Good communications skills, courtesy and patience
- Attention to detail is a must
- Confident, energetic and assertive
- Presentable and have a flexible attitude
- Excellent work ethic



Knowledge & Experience

- At least one year working within the insurance industry
- Good interpersonal and negotiation skills

Professional Qualifications (preferred)

- Degree / ACII or equivalent