



Job Title:	Assistant Underwriter (Contingency)
Employment Type:	Full-Time Permanent
Reporting To:	Practice Leader, Contingency
Working Hours:	9.30am to 5.30pm - Monday to Friday
Location:	85 Gracechurch Street, London EC3V 0AA
Salary:	£ Competitive
Bonus:	Discretionary Bonus Plan
Benefits:	25 days holiday, Private medical insurance, Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership and Employee assistance programme.

About CFC:

We are the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. CFC is backed by more than 30 Lloyd's syndicates and delivers insurance to over 60,000 businesses in more than 60 countries.

We're privately held and growing faster than any of our competitors and the market. Although insurance is a serious business, our culture isn't too corporate, and we never take ourselves too seriously.

At CFC we operate as 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast-paced working atmosphere that is friendly, supportive, and fun.

Role Definition:

You will work as part of the contingency practice, a small and dynamic team of underwriters and will provide key assistance with all aspects of day-to-day operations, administration and underwriting support to meet new business and renewal service level agreements and targets.

Key Responsibilities & Accountabilities:

- Research risks within the sport, leisure, gaming and events markets working on Prize Indemnity, Over Redemption, Event Cancellation and Event Liability risks;
- Create policy terms and produce quotes for small risks;
- Maintain reports for risk aggregation (e.g. terrorism and earthquakes);
- Respond to and manage account enquiries from brokers (predominately London based but including brokers located in North America, Europe and Australasia) in a timely and professional manner;
- Follow up with brokers on new business and renewal quotes;
- Attend and support the team with broker events;
- Support management of the Contingency renewal portfolio including regular email/phone communication with brokers to bind business;



ASSISTANT UNDERWRITER (CONTINGENCY): JOB DESCRIPTION

- Ensure all policy endorsements and mid-term adjustments are completed quickly and accurately;
- Complete documentation and filing adhering to CFC processes and policy standards to ensure quality and accuracy of data captured at all times;
- Deliver a consistently great customer experience to our brokers and clients;
- Maintain regular liaison with key internal stakeholders across the business (e.g. Finance, Compliance, IT, Marketing and HR) to ensure timely processing of data internally;
- Support the team with ad-hoc duties and projects;
- Meet performance standards and contribute effectively as part of the team.

Skills & Abilities

- A commitment to developing a career within underwriting;
- You have a strong work ethic, commitment and a determination to succeed;
- An ability to understand, quantify and embrace risk;
- You operate well under pressure with an ability to multi-task;
- Be confident, energetic and a good communicator;
- Ability to maintain required service levels;
- Solid planning and organising skills;
- Demonstrate strong numeracy skills;
- A flexible attitude to working hours to complete tasks and meet deadlines.

Knowledge & Experience

- At least 1-2 years' experience within an underwriting support role;
- Experience of using CRM systems and managing large volumes of data records;
- Strong computer literacy using MS Office (Excel, Outlook and Word);
- A genuine interest and passion for sports/gaming would be advantageous for this role.

Education & Professional Qualifications

- Educated to A level at least A level standard, must have exceptional maths skills
- Preferably CII certified (or working towards your CII professional exams);
- CFC supports the progression for individuals gaining professional insurance qualifications.
- Must hold Cert CII and/or a University degree