



Job Role: ASSISTANT UNDERWRITING ANALYST

Reports to: SIMONE PALMIERO - UNDERWRITING MANAGER

Role Definition

The Assistant Underwriting Analyst will work closely with the Underwriting Analyst to provide effective reporting to CFC's management, underwriting teams, carriers and brokers.

Key Responsibilities & Accountabilities

- Assisting in production of monthly bordereau and regulatory reports
- Providing effective Management Information including producing the pack for the monthly underwriting meetings
- Producing figures for quarterly carrier packs
- Producing ad hoc reports for underwriting teams
- Maintaining Lloyd's Atlas information
- Assisting with maintenance of binding authorities & endorsements
- Liaising with binder brokers & carriers on their queries or data requirements
- Assisting with monthly File Review

Skills & Abilities

- Strong verbal & written communication skills and attention to detail
- Accurate numeracy skills
- Excellent organisational skills
- Ability to operate under pressure and identify and meet tight deadlines

Knowledge & Experience

- Computer literacy with strong skills in Outlook, Word and particularly Excel
- Experience within an office environment is helpful but not essential
- Attention to detail
- Excellent work ethic

Professional Qualifications (preferred)

- Minimum A levels (or equivalent)