

## Job Description

<b>JOB TITLE:</b>	<b>Assistant Underwriter</b>
<b>DEPARTMENT:</b>	<b>Private Clients, Brit Global Specialty</b>
<b>JOB HOLDER:</b>	
<b>REPORTS TO:</b>	
<b>Purpose of the Job:</b>	
<p>Reporting to the Underwriting Manager, the successful candidate will have prior Private Client experience and proactively contribute to the Private Client business plan. The assistant underwriter will have a critical role in supporting the new business generation and managing existing business. Excellent organisational and prioritisation skills are a requirement. A proven track record of delivering exceptional service and fostering strong broker relationships are also required.</p>	
<b>Principal Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Support underwriting of new business by reviewing underwriting information, preparing quotes for approval and taking broker queries on existing quotes.</li> <li>• Prepare renewals for underwriter approval including a review of underwriting information and pricing.</li> <li>• Mid Term Adjustments. Responsible for the completion of all MTA's within underwriting authority and preparation of MTAs outside of authority.</li> <li>• Appraisals. Responsible for appraisal underwriting within authority levels.</li> <li>• Oversee diary management for underwriting queries.</li> <li>• Ensure documentation for new business, renewals, MTAs and appraisals are accurate and correctly stored.</li> <li>• Essential to the role is liaison with brokers - receiving referrals and telephone enquiries from brokers and managing these to provide exceptional service.</li> <li>• Build effective internal and external relationships to deliver exceptional customer service</li> <li>• Produce as requested MI for the team and wider business.</li> <li>• To quickly build in depth knowledge of the private client home and motor propositions and display sound underwriting judgement.</li> </ul>	
<b>Decision Making Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Assist underwriters with pre-underwriting risks based on eligibility criteria</li> <li>• Decision making on a daily basis relating to risk analysis of policy adjustments and renewals being underwritten and within authority</li> <li>• To contribute to the long-term underwriting strategy to ensure profitable growth</li> </ul>	
<b>Regulatory Conduct Rules</b>	
<ul style="list-style-type: none"> <li>• Act with integrity</li> <li>• Act with due skill, care and diligence</li> <li>• Be open and co-operative with Lloyd's, the FCA, the PRA and other regulators</li> <li>• Pay due regard to the interests of customers and treat them fairly</li> <li>• Observe proper standards of market conduct</li> </ul>	

**Education, Qualifications, Knowledge, Skills and Experience:**

- Working towards CII.
- Educated to a good overall standard, having obtained good grades
- Knowledge and experience of underwriting within the relevant class of business
- Understanding and working knowledge of specialist product line, the insurance market and competitors.
- Sound IT skills, particularly the use of MS Office packages to intermediate level
- Strong numerical and literacy skills.
- Strong communication skills
- The ability to independently prioritise tasks and meet tight deadlines.

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed by the candidate.....

Name ..... Dated .....