

**** NEW JOB****- A syndicate of Lloyds is seeking an Underwriting Assistant. Based in Monument and paying up to £20,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Underwriting Assistant

Location: Monument

Salary: Up to £20,000

Key Result Areas and Main Responsibilities:

- Underwriting Systems User Guide – create and maintain the User Guide.
- Design and document the risk entry data quality process for the Underwriting Procedures Manual and maintain.
- Perform underwriting duties and ensure compliance with underwriting principles and policies as stated in the departmental ‘Underwriting Procedures Manual’.
- Enter risk information onto the Company’s underwriting systems in compliance with the departmental ‘Working Practices’.
- Ensure all Underwriting documentation has been fully completed, in compliance with the departmental ‘Working Practices’.

Administration

- Respond to internal and external administrative queries relating to underwriting, making appropriate referrals.
- Provide an efficient service to Brokers.
- Maintain effective communications with all stakeholders.

Reporting

- Provide the Underwriters with data/reports, as requested.
- Support Information Technology in building Exceptions Reports from Business Objects reporting tool and testing.

- Undertake such other duties as may reasonably be required by the Company.

Generic knowledge and skills

Technical Competencies:

Business Planning & Development:

- Market knowledge

Technical Knowledge:

- Product knowledge
- Insurance legislation
- Underwriting principles, practices and guidelines
- Reinsurance guidelines
- Underwriting system
- Business Objects
- Microsoft products: Word/Excel (Intermediate)

Experience/Qualifications:

- Knowledge of databases is preferred.