

ROLE PROFILE

Underwriting Assistant

Purpose

The purpose of the role is to support the North Hull underwriting team and contribute effectively towards the maintenance, servicing, and retention of our Underwriting portfolio. The role includes providing accurate & efficient data management and processing of accounts, quality service levels and ensuring the end-to-end process is fully compliant in accordance with guidelines

Department Underwriting – North Hull

Direct reports None

Scope Reports to: Class Underwriter
Location: London
Travel Requirements: None

Responsibilities Underwriting:

- Risk entry in the underwriting platform.
- Processing endorsement changes.
- Responsible for maintaining the underwriting workflow, including scanning of relevant documentation to policy records.
- Processing of premium messages.
- Maintenance of the exposure database.
- Supporting month end close activities.
- Production of renewal & aggregation reports.
- Support of Underwriters in ensuring the overall SLA's are maintained

Compliance:

- Performing sanctions checks and escalating to compliance for referral where necessary.
- Performing pre bind quality assurance checks on slips.
- Assisting with licencing queries.

Credit control:

- Liaison with Premium Management to identify overdue accounts, chase outstanding premiums, make premium adjustments, and drafting notices of cancellation.
- Validating broker records against premiums received.
- Processing of bordereaux information.

Claims:

- Liaison with the Claims department to validate broker records.
- Provision of policy documentation to support claims review.

Client Management (when requested):

- Attend client and broker meetings.
- Take notes and publish to worksite.

This role outline describes the principal purpose and main elements of the role as they exist currently. It is not intended to be as a wholly comprehensive or permanent schedule of tasks and responsibilities and as such does not form part of the contract of employment.

You agree to perform all other reasonable duties and comply with reasonable instructions for the Company or any Group Company.

You will work collaboratively with the risk and compliance department to protect North Group's reputation and ensure business is undertaken ethically and in compliance with applicable regulations.

Behaviours (True North)

The way we do things at North is just as important to us as what gets done. True North is our behavioral framework, developed to represent our culture, it guides our approach to work. As part of your role there will be certain aspects of the framework that will be important in your day-to-day activities, some of which will be areas of strength for you and other areas you'd like to develop. True North is used regularly in discussions with your manager and team and in performance reviews; take a look at the framework and consider each of the points in relation to what you do well and what you'd like to do better so that you can take an active part in those discussions.

Skills and Experience

- Relevant insurance experience, preferably within the London/ Lloyd's Market.
- Experience with a transactional insurance system is desirable.
- Efficient & effective administration skills, demonstrating an attention to detail concerning work produced.
- Excellent working knowledge of MS Office (including Word, PowerPoint, Power BI, Excel and Outlook).
- Efficient & effective administration skills, demonstrating an attention to detail concerning work produced.
- Experience of working to varying and tight deadlines
- Ability to work independently.