

D&F Assistant Underwriter

London

Perm, Full Time

Start Date: ASAP

Purpose

The primary purpose of the role is to provide support and administration for lines of business and undertake preliminary underwriting under the supervision and authority of senior underwriting staff.

Specific Responsibilities

- Receive submissions from brokers, complete initial basic risk analysis, complete pre-underwriting documentation and when required present information to Underwriting Management Conference Call (UMCC) for a decision
- Issue terms to brokers as directed and authorised
- Start to develop basic knowledge of wording and technical understanding, market environments as well as building basic risk analysis capabilities
- Set-up system records and maintain underwriting systems and controls including LIDS and LIPPS
- General spreadsheet work including statistics and data analysis and generation of reports
- Monitor and follow up on payments for outstanding premiums
- Work in collaboration with Group Underwriting teams in order to obtain and provide any required information
- Investigate queries produced by Underwriters, Operations, Finance and Legal and liaise with brokers as directed to resolve issues as necessary
- Set up the UMCC, set up the systems and record the UMCC decisions
- Agree endorsements within your limited underwriting authority
- Ensure risks offered and bound are within modelled tolerances or that exceptions are approved.
- Assist with ad hoc projects and research work as required

Essential Skills & Requirements

- Good level of formal education – Degree desirable
- D&F Property Experience
- Progression towards Cert CII / DIP CII or ACII is an advantage
- Proficient with Microsoft Office applications, particularly Excel and Word (intermediate)
- Excellent attention to detail, self-discipline and time management
- Good verbal and written communication skills
- Strong work ethic
- Self-starter with the ability to liaise with individuals at all levels
- Team player
- Ability to work flexibly to meet business needs including extended hours if required



Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to HR@lancashiregroup.com