

## ROLE DESCRIPTION

<b>Job title</b>	Underwriting Assistant	<b>Role Holder:</b>	
<b>Reporting Lines:</b>	Head of Energy Liability	<b>Location:</b>	LISL, London

### Purpose

The primary purpose of this role is to provide general administrative support to the Energy Liability and Energy Upstream teams. The Underwriting Assistant will assist Underwriters with day-to-day processing tasks and provide administrative support to Underwriters as required.

### Specific Responsibilities

- Perform data entry of insurance information into in-house systems to defined standards of accuracy and timeliness
- Perform ad-hoc operational duties to support the teams
- Co-ordinate underwriting reports as required
- Co-ordinate aged debt and general credit control

### Essential Skills & Requirements

- Demonstrate high levels of accuracy and have good attention to detail
- Able to work as part of a team
- Good communication skills
- Self-motivated and willing to develop underwriting knowledge and skills
- Computer literate and competent using Microsoft Office programmes
- No previous insurance experience is required but advantageous

### The Lancashire Way

At Lancashire, we believe our culture sets us apart. The way we behave and approach our work day-to-day is what makes us unique and creates a positive experience for our people, business partners and other stakeholders. Honesty and integrity in all we do is a given and The Lancashire Way reflects our true character and spirit.

<b>Our mindset</b>	<b>Our actions</b>
Straight talking	We feel empowered to share thoughts and ideas, because everyone's voice matters
Collaborative	We work together towards common goals, share knowledge and support each other.
Hard working	We all have a stake in the company's success and are proactive in contributing to our goals and vision
Responsible	We focus on achieving tangible results with consistent standards across the Group.
Positive	We engage with brokers, clients, communities, stakeholders and colleagues professionally and passionately as proud ambassadors of Lancashire.