

ROLE DESCRIPTION

Job title	Underwriting Assistant	Role Holder:	TBC
Reporting Lines:	Head of Property Construction	Location:	LISL, London

1. Purpose

- The primary purpose of this role is to provide general administrative support to the Construction team. The Underwriting Assistant will assist Underwriters with day-to-day processing tasks, and provide administrative support to Underwriters as required.

2. Specific Responsibilities

- Perform data entry of insurance information into in-house systems to agreed, 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

3. 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 experience is required

4. 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, and considerate of our environment and wider society, 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.