

ROLE DESCRIPTION

Job title	Underwriting Assistant	Role Holder:	
Reporting Lines:	Group Head of Aviation	Function / Location:	LSL / London

1. Purpose

The primary purpose of the role is to provide support and administration for the underwriting of Lancashire's lines of business.

2. Specific Responsibilities

- Set-up system records and maintain underwriting systems and controls including OpenBox, 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
- Assist with ad hoc projects and research work as required
- Provide a central support role for the Aviation team
- Assist underwriters with day to day processing tasks
- Perform data entry of insurance information into in-house systems to agreed, defined standards of accuracy and timeliness

3. Essential Skills & Requirements

- Good level of formal education
- Proficient with Microsoft Office applications, particularly Excel and Word (intermediate);
- Excellent attention to detail, self-discipline and time management (essential);
- 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;

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.

