

# Job description

<b>Job title</b>	Property & Casualty Assistant Underwriter
<b>Employment type</b>	Full-Time   Permanent
<b>Reporting to</b>	Head of Property & Casualty
<b>Working hours</b>	9.30am – 5.30pm - Monday to Friday (Role requires out of hours work and potential travel)
<b>Location</b>	85 Gracechurch Street, London EC3V 0AA
<b>Salary</b>	£ Competitive
<b>Bonus</b>	Discretionary Bonus Plan

CFC Benefits include 25 days holiday, Private medical insurance (plus dental and Optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include summer party weekend, Halloween and Christmas parties.

## About CFC

CFC is a specialist insurance provider and a pioneer in emerging risk. With a track record of disrupting inefficient insurance markets, CFC uses proprietary technology to deliver high-quality products to market faster than the competition while making it easier for brokers to do business. Our broad range of commercial insurance products are purpose-built for today's risks, and we aim to give our customers everything they need in one, easy-to-understand policy.

Headquartered in London and backed by Lloyd's, CFC serves more than 70,000 businesses in over 80 countries. We're privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn't too corporate and we never take ourselves too seriously. We are 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast paced working atmosphere that is friendly, supportive, and fun.

## Role definition

As a Property & Casualty Assistant Underwriter you'll learn to develop and underwrite profitable business within CFC's Property & Casualty (P&C) team. You'll support the team across a variety of areas,

including supporting with new business development, underwriting renewal accounts, building and maintaining broker relationships and responding to P&C queries from other product line underwriters.

Whilst direct underwriting experience is not essential you'll have previous experience within property & casualty insurance, with a keen interest in developing your skills and knowledge through working alongside an experienced and supportive team.

## Key responsibilities & Accountabilities

- Respond to enquiries and renewal submissions from brokers in a timely and professional manner, delivering a first class service to produce quotations within agreed SLAs and authority parameters;
- Explain the features, advantages and benefits of P&C insurance products and coverage enhancements, support product launches and raise awareness of new and existing products;
- Assist with the preparation and delivery of internal and external presentations on CFC products, key trends and emerging exposures;
- Conduct research to develop subject matter expertise and investigate relevant legislation/regulation/compliance issues affecting our target territories and markets;
- Support and contribute to team projects (e.g. enhancements to product offering, launch of new products, systems, policies and processes etc.);
- Contribute effectively to team performance standards;
- Support the team in marketing P&C team capabilities through existing contacts and new relationships, and over time, attending ad-hoc business trips in the UK and internationally as required;
- Assist the team with the production of reports and statistics to support the monitoring of team performance;
- General ad-hoc and administrative duties as directed by the Head of Property & Casualty and other colleagues.

## Skills & Ability

- Articulate and influential - you're naturally comfortable presenting to small and large groups;
- You're highly analytical with excellent logic and critical thinking skills;
- Strong numeracy and communication skills (both verbal and written);
- You're confident and self-driven and enjoy working to deadlines and targets;

- Strong work ethic with an ability to operate effectively under pressure;
- Proficient in the use of MS Office (Excel, Word, PowerPoint and Outlook);
- Above all you're a team player with a passion for P&C business!

## Knowledge & Experience

- Minimum 1-2 years' experience within Insurance, with prior exposure to property and casualty business;
- Sound understanding of insurance and distribution channels, with a solid understanding of the Lloyd's insurance market.

## Education & qualifications

- Undergraduate degree (preferably 2:1 classification or higher) highly desirable;
- Progression in professional examinations demonstrated (e.g. Lloyds introductory Exam / CII).

## Our Core Values



**CFC Core Values**

<p><b>Passion &amp; Perseverance</b></p>  <p>We're passionate about what we do and it shows.</p>	<p><b>Respect &amp; Humility</b></p>  <p>We treat everyone as we would want to be treated.</p>	<p><b>Intensity</b></p>  <p>We hold ourselves to the highest standards, always.</p>	<p><b>One Team</b></p>  <p>We show up as one team to achieve outstanding results.</p>
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The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.

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