

# Job description

<b>Job title</b>	Processing/Underwriting Assistant (Corporate Cyber)
<b>Employment type</b>	Full-Time   Permanent
<b>Reporting to</b>	Practice Leader, Corporate Cyber
<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

At CFC we pride ourselves on being an employer of choice. We were delighted to be recognised in the *'Sunday Times 100 Best Companies to Work For 2019'* including a placing within the Top 30 for London!

CFC Benefits include 25 days holiday, discretionary bonus scheme, private medical insurance (plus dental and optical cashback benefit), life insurance scheme, income protection scheme, pension plan, season ticket loan, subsidised gym membership, employee wellbeing programme (including on-site massages), 24/7 employee assistance programme and dress down Fridays. CFC social events include the 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

The underwriting and processing assistant's role is to work closely with the Corporate Cyber Practice Leader and other underwriters in supporting all aspects of underwriting to include running reports, supporting with data analysis, liaising with brokers, and over time, underwriting smaller renewal and new business accounts.

Whilst direct underwriting experience is not essential, you'll have a keen interest in cyber insurance and a willingness to develop your skills and knowledge through working alongside an experienced and supportive team.

## Key responsibilities & Accountabilities

- Handle all report running for the team and other administrative jobs, such as broker of record requests and netting down reports;
- Assist with data analysis on the portfolio and larger accounts, such as treaty reinsurance deals;
- Autonomously manage all cyber programs, reissuing to brokers on expiry;
- Deal with smaller renewal and new business enquiries from all brokers, with focused broker development on focus partners;
- Put up quotes in an efficient manner in line with service standards;
- Develop technical knowledge in the Cyber market and from an underwriting perspective, including exposure/control analysis of selected accounts;
- Manage NB and Retention numbers for key broker targets;
- Attend relevant industry events both internal and external, including Cyber Academy training sessions, Peer Review, and Corporate Cyber Team Meetings;
- Develop knowledge of other CFC product lines, in order to discuss CFC competencies across the business with brokers.

## 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!

## Knowledge & Experience

- Computer literacy with strong skills in Outlook, Word and particularly Excel;
- Ability to develop a good understanding the Lloyd's marketplace and UK and international insurance requirements;

## Education & qualifications

- Educated to A level standard minimum; however undergraduate degree preferred;
- CII certified (or working towards your CII professional exams) helpful however not essential;
- CFC supports the progression for individuals gaining professional insurance qualifications.

## Our Core Values

### CFC Core Values

- Passion & Perseverance**  
  
We're passionate about what we do and it shows.
- Respect & Humility**  
  
We treat everyone as we would want to be treated.
- Intensity**  
  
We hold ourselves to the highest standards, always.
- One Team**  
  
We show up as one team to achieve outstanding results.

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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Our mission is to radically simplify the way commercial insurance is bought and sold.

