

Job description

Job title	MI Assistant
Employment type	Full-Time Permanent
Reporting to	Sarah Underwood
Working hours	9.30am – 5.30pm - Monday to Friday (Role requires out of hours work and potential travel)
Location	85 Gracechurch Street, London EC3V 0AA
Salary	£ Competitive
Bonus	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, and employee well-being programme including 24/7 employee assistance line, in-office massage and physio appointments and educational sessions. CFC social events include summer party weekend, Halloween and Christmas parties and we also now operate a 'dress for your day' dress code.

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, 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

To assist with the management of binding authority agreements and the reporting requirements associated with them. Ad hoc assistance with general MI provided to the business.

Key responsibilities & Accountabilities

- Assisting in production of monthly bordereau and regulatory reports
- Organising and recording of binder endorsements
- Maintaining Lloyd's Atlas information
- Liaising with binder brokers & carriers on their queries or data requirements
- Assisting with the organisation of binding authority audits
- Assisting with monthly File Review
- Organisation of binding authority audits
- Assisting with MI reporting

Skills & Ability

- Strong verbal & written communication skills and attention to detail
- Accurate numeracy skills
- Excellent organisational skills
- Ability to operate under pressure and identify and meet tight deadlines

Knowledge & Experience

- Computer literacy with strong skills in Outlook, Word and particularly Excel
- Attention to detail
- Excellent work ethic

Our 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.

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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.

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

