

Job Specification: New Business Motor Fleet Underwriter

Duties

Providing technical and administrative support to the underwriting team, including for example:

- Develop and maintain strong relationships with stakeholders including customers, brokers, business partners and colleagues in order to maximise influence
- Adhere to underwriting standards, instructions and good practice to minimise risk and maximise efficiency
- Write within level of authority and refer anything outside authority level to Managing Director
- Negotiate rates, terms and conditions for New Business
- Support other colleagues in meeting targets and providing service
- Manage production and issuing of contract certainty documentation
- Maximise retention and placing ratios in line with business targets
- Ensure compliance with internal and external regulations and guidelines
- Participate in the review and analysis of the portfolio to identify progress toward business objectives
- Develop a knowledge of market dynamics and market cycles to be able to operate effectively and appropriately
- Contribute to the aggregate management and peer review process to encourage and develop excellence

Experience and Skills

- Minimum 2 years Commercial Motor Fleet underwriting experience
- Strong experience gained from within the insurance industry
- Good PC literacy including Excel, Word & Outlook.
- Strong analytical skills with the ability to analyse data

JOB DESCRIPTION : Motor Underwriter

Job Holder:

Job Title:

New Business Motor Fleet Underwriter

Reporting To:

Managing Director

Direct Reports:

n/a

Department:

Motor Fleet Underwriting

Division / Section:

Location:

Century Underwriting – Chelmsford

Interaction With:

- Clients
- Insurers, Underwriters and Brokers
- Third party consultants and advisors
- Suppliers

Date Compiled / By:

March 2023

Direct Reporting Lines:

C.E.O

Managing
Director

Motor
Underwriter

Please note: This job description does not form part of the employment contract and it is and an express part of Company Policy that individuals are as flexible in their work as possible; therefore, employees are expected to perform any other duties as reasonably instructed to do so by their immediate Line Manager.

Related Documentation:

1. FCA 'Principles for Business'
2. Employee Handbook and all associated company policies.
3. Compliance Handbook
4. Health & Safety Policy and Procedures and associated documentation.
5. Applicable Departmental and Divisional Procedures and Underwriting Manuals.

Essential Experience:

This should include:

- Underwriting Fleet Risks on behalf of insurer or MGA
- Interacting with brokers in the London and Regional Markets
- Preparing quotation documents
- Reviewing presentations and preparing reports
- Interaction with claims handlers
- Setting coverage and reviewing policies
- Pricing of
 - o New Business Risks
 - o Renewals
 - o MTA's

Expected Qualifications / Requirements:	Preferred Qualifications / Requirements:
6 GSCE (or equivalent) at Grade C or above (or equivalent) (including Maths and English)	CII qualifications

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