



Job Title: **RV1 Skill Bridge™ Programme - Technical Analyst**

Location: **London**

Salary: **£17 per hour**

Position: **2 Month Internship**

An incredible opportunity here to work with our client, in the City of London on a 2 month RV1 Skill Bridge™ Programme – Technical Analyst. Our client, a London City based Insurance company, operates on a global and regional product basis, meaning that they can align products and distribution capabilities to transform risk for their customers into opportunities.

Full time job offer will be made to the right candidate at the end of the Programme so an incredible opportunity for those looking to work within the Insurance industry.

Purpose:

To deliver an excellent and cost-effective service to Underwriting Services International Insurance Team Heads and other relevant stakeholders in the following areas:

- Risk and exposure recording
- Insurance premium accounting
- Underwriting Management Information in support of Team meetings and Quarterly Performance Reviews
- Internal cyclical and ad-hoc reporting

Main duties:

- Maintain timely and accurate risk, exposure and premium accounting records in the Company's policy administration and document management systems.
- Support underwriters as required from first submission of a risk through to binding, including quotes, declines and NTUs.
- Attend underwriting team meetings as required.
- Produce and distribute weekly and ad-hoc management information.
- Provide general support to underwriting teams as required, including broker marketing and event planning.
- Attend underwriting services team meetings.
- Maintain documented records of underwriting team, FINPRO and underwriting services team meetings as required, including agendas, minutes and action points arising as required.
- Develop and maintain regular and respected interface with direct and extended key stakeholders to be able to work collaboratively and effectively.



- Contribute to the cross-training amongst the extended service team to provide continuation of service. during holidays and illnesses with an aim to eliminate exposures.
- Assist the team in the development and creation of Procedural Documentation and Training notes.
- Resolve customer (external/internal) queries, referring the query where necessary, to ensure their prompt and timely resolution.
- Assist other team members as required in order to ensure overall team objectives are achieved successfully.

Additional duties:

- To act in accordance with and be an advocate of our client.
- Participate and undertake applicable professional, technical and career development training (delivered internally and externally) to include attainment of associated qualifications where required.
- Where applicable ensure company, market and client related documentation is issued (internally and externally) accurately and on time.
- Comply with external and internal regulatory and statutory policies, procedures and regulations.
- Operate as an effective team member by supporting colleagues and contributing in the delivery and achievement of the teams overall vision and objectives.
- Liaise with key business groups to establish, support and maintain solid business relationships and organisational effectiveness.
- To undertake any other duties of a similar nature that the Company reasonably requests to be performed that are within the expertise and skills of the jobholder. These may be subject to periodic review and any updates and changes to be introduced after consultation with the person concerned.
- Upon request organise and minute the FINPRO Underwriting services monthly meetings plus any Specific underwriting team meetings .
- If required to co-ordinate broker communications surrounding networking events, planning and organising appropriate marketing information.
- To provide support for all Underwriting activities at the Lloyds Box

Education/experience:

- GCSE 'A' Levels
- Degree preferred
- Understanding of business etiquette and London Insurance Market



Skills:

- Attention to detail
- Strives to provide service excellence
- Self-motivated and able to use initiative
- High levels of numeracy, literacy and communication skills, verbal and written
- Excellent organisational skills
- Strong time management skills
- Ability to work under own initiative.
- A team player
- Intermediate Microsoft Office skills, particularly Excel and Word
- Understanding of at least one class of business at a basic technical level:
 - Scope of cover provided
 - Policyholder profile
 - Team business strategy
 - Team performance objectives
 - Geographical scope of operations
 - Premium rating criteria

For more information and to apply, please email: info@rv1group.com