

UNDERWRITING ANALYST - JOB DESCRIPTION

The Company

R&Q is listed on AIM, a sub-market of the London Stock Exchange, and specialises in a wide variety of insurance products and services. The Group was founded by Ken Randall and Alan Quilter in 1991.

Since then, R&Q has pursued a buy and build strategy to create a comprehensive range of investment activities and services in the global non-life insurance market and is focused on the following four core areas:

- Insurance Acquisitions
- Insurance Services
- Underwriting Management
- Insurance Management

We currently have 400 employees over the UK, Europe, US and Bermuda.

The Role

Job Title: Underwriting Analyst
Reports To: Active Underwriter
Location: 130 Fenchurch Street, London EC3M 5DJ

Role Purpose

To assist in the development and administration of the operational capabilities of Syndicate DTW1991. This role provides an opportunity for an individual with a strong analytical and operational background to develop and grow their business knowledge within the insurance sector.

Key Responsibilities

The primary role is to assist in the day to day operations of the systems and processing capability for Syndicate DTW1991, specifically:

- Setup, configure and assist with administration of the syndicate's proprietary MGA management system.
- Setup, configure and assist with administration of the syndicate's bordereaux validation and approval system.
- Undertake monthly processing ensuring data integrity is maintained, errors are resolved and that the process is completed in line with the syndicate's timetable.
- Manage the syndicate's client invoicing and reconciliation process.

- Work with the Finance team to ensure strong credit processes are in place and that cash receipts and payments are made in line with terms of trade.
- Contribute to the development and implementation of the syndicate's reporting capability.
- Produce and distribute regular and ad-hoc M.I. at syndicate, class, business unit and coverholder level.
- Assist with the training of syndicate staff on M.I. tools.
- Support the syndicate exposure management function including assisting with monthly aggregation and catastrophe modelling and individual risk modelling.
- Assist with the production of technical and operational documentation as required.
- Administer and support the Claims TPA management system including user access, resolving claims and underwriting queries and undertaking data reconciliations between the Claims TPA management system and the bordereaux validation system.
- Provide support to all syndicate stakeholders on specific data or operational queries.
- Any other duties as reasonably requested.

Person Specification

- Graduate level candidate with a strong degree (at least a 2.1) with a numerical/financial bias.
- Experience in a technical operational role within the insurance industry or knowledge of delegated underwriting preferred.
- Strong numerical, analytical and excellent problem solving skills.
- Strong understanding of multiple software applications with advanced Excel skills and very good capability in Word, Access, and PowerPoint.
- Resourceful and able to apply own initiative in resolving issues.
- Strong planning and organisation skills with a keen attention to detail.
- Team player with good communication and presentation skills.
- Ability to work with a variety of colleagues/disciplines outside of the department.
- In addition the candidate will be expected, and supported, to work towards the completion of the CII Advanced Diploma or other relevant professional qualification.

Hours Monday to Friday, 9.00 – 17.00, although flexibility with hours may be required on occasion

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.