



Underwriting Support Assistant

Competitive Salary - Depending on experience

Arkle Finance are looking to recruit an Underwriting Support Assistant to provide administrative support to the Underwriters on a 12-month contract in our Wellingborough Office. The main purpose of the role is to ensure all proposals are thoroughly checked, searched and processed in accordance with the departmental procedures.

Key Responsibilities:

- Registering all proposals received, inputting information onto Cassiopae
- Preparing all documentation submitted by brokers, carrying out internal and external searches and collating information required by Underwriters
- Advising and assisting underwriters in the decision-making process
- Liaising with brokers, suppliers and requesting further information if required
- Ensuring Cassiopae system is continually updated to ensure accurate monitoring and review of agreements
- Answering incoming telephone calls and dealing with any queries in a timely fashion
- Filing proposal files and keeping the filing cabinets tidy
- Assisting with monthly broker reports/letters
- Assisting with daily underwriting reports
- Assisting underwriters with any administration they may need completing

We are looking for someone who is highly numerate, with excellent communication skills both written and verbal. You will be a confident individual who is able to work in a fast-paced environment with accuracy and precision and is PC literate with a knowledge of the Microsoft suite.

To apply please send a CV and covering letter to lwright@weatherbys.co.uk

Arkle Finance upholds the principles of equality and diversity and actively promotes opportunity for all employees, both current and prospective.