

Job Title – Business Development Underwriter**Job ID – 178****Division – DUAL International Limited****Location – London****Role Definition**

Perform business development and underwriting duties as part of the Underwriting team.

Key Responsibilities / Accountabilities

- Support the Managing Director to manage our clients
- On board new clients
- Present terms to clients and our insurer partners
- Track new markets and emerging trends
- Assist in managing relationships and contracting with our insurer partners
- Writes proposals and plans
- Provide underwriting terms for new business opportunities
- Support management reporting
- Provide product and pricing market analysis
- Produce reports on an ad hoc basis
- Scheduling and coordinating meetings, events and other similar activities
- Preparing business correspondence (often using word processing, spreadsheet, and presentation computer software)
- Responsible for liaising with finance and underwriters to solve accounting queries in a quick and efficient manner

Skills and abilities needed to perform role

- Ability to work quickly, efficiently and methodically
- All round awareness of those aspects of the insurance industry that have a direct bearing on key responsibilities and accountabilities
- A high level of numeracy and literacy
- Strong organisational and prioritisation skills
- Strong interpersonal and communication skills
- Strong problem-solving and creative skills
- An ability to stay calm under pressure and keep to deadlines
- Competent IT skills, including but not limited to Microsoft Word, Excel (Intermediate) and PowerPoint
- Organised, with good planning/time management skills to achieve tight deadlines/targets
- Methodical, accurate and strong attention to detail
- Proactive approach

Knowledge and Experience

- Technical knowledge of the detail of FCA regulations as they pertain to insurance intermediaries
- Insurance Underwriting background preferred, though Accident & Health experience is not essential

Professional Qualifications

- GCSE Maths and English (A*- B)
- A-level, ideally in a numerate discipline
- Degree
- Taking relevant insurance exams and working towards CII

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

Any unsolicited CV's/candidate profiles submitted through our website or to employees of Hyperion Services Limited outside of the HR function are considered property of Hyperion Services Limited and are not subject to payment of agency fees. In order to be an approved Recruitment Agency/Search Firm for Hyperion Services Limited, a formal Hyperion Services Limited agreement must be signed by an authorised member of Hyperion Services Limited HR function. CV's must be submitted according to our candidate submission process, which includes being actively engaged on the particular search, if the candidate submission process is not followed, no agency fees will be paid by Hyperion Services Limited.