

**Job Title – Underwriting Assistant****Job ID – 213****Division – DUAL International Limited****Location – London**

Hyperion was established in London in 1994 and today is a leading, international insurance group with over 4,500 employees in 38 countries. Employee ownership is at the heart of our business and is key to attracting and developing the best talent in the market.

We have four business divisions:

- Howden: the world's largest international independent retail broker. Together with Howden One, its global specialist insurance broking network, it comprises over 10,000 professionals, operating in more than 80 territories
- RKH: the largest producer of insurance premium to Lloyd's, the world's leading specialist insurance market, and a leading producer to many of the world's largest specialist insurers
- DUAL: the specialist underwriting arm of the Hyperion Insurance Group, is the world's largest international underwriting agency and Lloyd's largest international cover holder.
- Hyperion X: our newest division of the group, it will develop key areas of data, analytics and digital platform delivery.

By working closely with our clients to deeply understand their needs, we are able to develop solutions that are truly best-in-class. We choose to be specialists rather than generalists, so that we have the expertise required to solve even the most complex challenges. Our entrepreneurial approach promotes innovation, integrity and a constant focus on delivering the best solutions for our clients.

**Role Definition**

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Perform general administrative duties and provide analytical support to the Underwriting team.

**Key Responsibilities / Accountabilities**

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- Support the Accident & Health team on a day to day basis with administrative and analytical requirements to support the business
- Prepare monthly reporting for each client/portfolio including premium and claim triangulations, sales analysis, high value claim trends, narrative and the alike
- Reporting to Underwriters any high value claims identified on incoming Claim Declarations (V5) from external sources
- Maintain spreadsheets, Contracts, Endorsements and Agreements and client folders
- Provide assistance to the underwriters with the updating DUAL proprietary software
- Produce reports on an ad hoc basis
- Assist in managing underwriters Administration i.e. filing of correspondence, slips, proposal forms, etc.
- General administrative duties including scanning, photo copying, e-mail, answering the phone, taking messages, etc.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
- Scheduling and coordinating meetings, interviews, events and other similar activities
- Preparing business correspondence (often using word processing, spreadsheet, powerpoint and presentation computer software)
- Preparing and producing Policy Membership Packs and invoices for individual and corporate policies using the Dual software platform

- Process Mid-term adjustments, cancellations, and renewals using the Dual software platform
- Inter-act with external clients and provide assistance to resolve any errors or queries
- Assist finance with compilation of the monthly broker statements for premium collection
- Liaising with finance and underwriters to ensure income earnings are reported correctly and in a timely manner and to solve accounting queries in a quick and efficient manner
- Minimal errors in respect of data entry and policy issuance

### Skills and abilities needed to perform role

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- 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
- 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

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- Basic 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

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- GCSE Maths and English (A\*- B)
- A-level, ideally in a numerate discipline
- 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.*