



DEPUTY CLASS UNDERWRITER

| THE ROLE

The Deputy Class Underwriter plays an important role in the success of the International Property (Binder Accounts) Team, supporting strategy formulation, business planning and underwriting execution.

| ABOUT US

Chaucer is a leading specialty insurance group providing clients with proven smart risk solutions for underwriting and claims. Our enterprising and trusted experts offer market-leading cross class capabilities, empowered decision-making and a tailored approach.

With our headquarters in London, and our international hubs for Europe, MENA, Latin America and Asia, we protect clients in over 200 countries and territories worldwide. We offer clients the flexibility of both Lloyd's and, through Chaucer Dublin, the company markets.

| MAIN RESPONSIBILITIES

- Assist in producing a business plan for review and agreement by Active Underwriter
- Seek out new business opportunities through liaison with brokers and clients
- Underwrite and maintain position in both lead and following market capacities
- Check certificates and bordereaux
- Travel to visit clients and attend conferences
- Supervise and train the Underwriting Assistant
- Monitor figures, aggregates claims and report accordingly
- Compliance with syndicate procedures
- Compliance with Lloyd's regulations and Byelaws
- Attend monthly meetings and report on progress
- Work closely with Binder Authority Specialist to ensure Conduct Risk framework is adhered to

Regulatory responsibilities

- Manage the relationships with Customers, Agents and Service Providers
- Advise, assist and service customers on insurance and risk matters to promote customers' satisfaction
- Foster positive relationships with customers and attain an understanding of their needs
- Ensure that customer complaints are promptly identified, recorded and referred as appropriate
- Ensure that the principles of Treating Customers Fairly (TCF) are upheld by Agents and Service Providers

| OUR REQUIREMENTS

Essential

- Microsoft Office
 - Word (Basic)
 - Excel (Intermediate)
- RMS - An understanding of RMS and other aggregate modelling systems

Desirable

- Managing Agency experience

| EDUCATION AND QUALIFICATIONS

- GCSE English and Maths grade 'C' or above (or equivalent)
- 3 'A' Level passes (or equivalent)
- Lloyd's Introductory Test
- ACII

| SPECIALIST TRAINING

- Full training on the Chaucer software and systems will be given

| PERSONAL SKILL

- Well-presented and business-like
- Professional outlook
- Flexible
- Very good interpersonal skills
- Excellent organisational skills
- Excellent communication skills with the ability to liaise at all levels
- Work as part of a team
- Adapt to a pressured environment
- Self-Motivated
- Capable of working to a timetable when required.