**Job Title** [Assistant] Technical Underwriter (Band 3)

**Company** Advantage Insurance Company Ltd

**Reporting to** Technical Underwriter

**Location** Gibraltar

**Full/Part Time** Full Time (Mon-Fri)

## Role Purpose

To provide technical underwriting support services including monitoring reinsurer exposures to the Technical Underwriting Manager (TUM) and indirectly to the Head of Risk & Compliance (HoR).

To maintain outsourcing governance framework materials which contribute to oversight and direction for the HISL UW outsource function and undertake activities that support timely regulatory reporting.

## Accountabilities:

* Deliver Underwriting reports for the Technical Underwriter on a monthly and ad hoc basis.
* Ensure accurate monitoring and reporting of the rating framework and pricing changes.
* Undertake or assist with Rate change validation.
* Undertake and provide support in relation to activities for GIPP/Value Measures.
* Assist with product development & IDD related review of customer documentation.
* Monitoring reinsurer exposures as well as household exposures for Flood Re.
* Track and monitor underwriting outsourcing committee actions.
* Record HISL Service Agreement underwriting and rate change related issues for remedies and commission purposes.
* Maintain and update relevant outsourcing governance materials e.g. Calendar, ToR’s, Policies.
* Support the MD, COO & HoR etc when making Underwriting & Reinsurance related attestations.
* Undertake activities that support timely risk & compliance with the GFSC regulatory reporting notably value measures and fair pricing practices.ng Practices.
* Undertake ad hoc project work.

## Skills Knowledge & Experience

### Essential

* Self-motivated, team-orientated and strong time management skills to prioritize deadlines.
* Able to work comfortably under supervision, but able to use one’s own initiative.
* Analytical and numerate, with the ability to interpret/analyse data and report findings.
* Industry awareness of direct competitors and wider market.
* Be able to document, maintain and monitor Underwriting processes.
* Have excellent written and verbal communication skills, and the confidence to communicate effectively, and on a regular basis, with senior management.
* Able to explain complex issues in a straightforward way.
* Well organised and methodical, able to plan work to achieve challenging delivery timescales.
* Ability to retain and process large amounts of technical information.

**Qualifications**

* Educated to degree level preferred, but not essential.
* Progression towards insurance qualification.