

Walter Wright Insurance Brokers

JOB SPECIFICATION

PURPOSE & SCOPE

Job title – Personal & Commercial Lines Account Handler

A rare opportunity for the right individual to join such a well-respected and successful regional business

The account handler will manage the insurances of both individuals and businesses who are already clients of Walter Wright Insurance Brokers

Internal office role

Working hours 9am-5pm Monday to Friday inclusive.

PERSONAL SPECIFICATION

ESSENTIAL

Detailed technical knowledge of personal and commercial insurance

Minimum 3 years of experience working in insurance

Articulate, clear, concise and confident communicator

Integrity, sincerity, discretion and ability to inspire trust

Attention to detail and accurate record keeping

Proficient in Microsoft Office suite

Commercial awareness

Numerate

Team working skills

Strong sales and negotiation skills

Excellent time management and able to work to deadlines

DESIRABLE

Relevant professional insurance qualifications

Experience using Misys / OpenGi computer programs

Experience of Insurance Broking

Walter Wright *Insurance Brokers*

KEY ACCOUNTABILITIES

Discuss, assess and advise on the most appropriate insurance to meet clients' needs

Retain existing clients by building and maintaining a close working relationship

Negotiate policy terms and costs with insurance providers

Placing, amending and renewing policies for clients

Raising transactions, invoicing and ensuring payments are received on time

Advising clients when making claims

Provide technical advice and guidance to clients

Deliver swift accurate responses to clients and insurers

Research insurance products to keep your knowledge up to date

Explain the latest insurance products to clients

Promote the business to clients

Ensure continued compliance with applicable FCA conduct of business rules.