

# Underwriting Assistant

## Euclid Financial & Professional Risks Limited (EFPR)

City of London (EC3) | Full-time

£30-40,000 base salary (dependant on experience) + competitive benefits package

### Role Overview

Euclid Financial & Professional Risks is seeking a highly organised and detail-oriented Underwriting Assistant to support our growing underwriting team.

This role will provide critical operational and administrative support to experienced underwriters, enabling efficient execution of underwriting strategy and excellent broker service. The position offers strong exposure to complex and bespoke financial and professional lines risks and provides a potential pathway into underwriting.

### Key Responsibilities

#### Underwriting & Operational Support

- Support underwriters in ensuring all risks are accurately logged, triaged, and tracked within internal systems.
- Assist underwriters with the processing of new business, renewals, and endorsements. This will include ensuring any outstanding items on PPL or Whitespace are addressed by underwriters in timely manner.
- Support underwriters in pre-underwriting tasks as required for the line of business (i.e. this might include sharing claims run with broker).
- Maintain accurate electronic underwriting files and audit trails.
- Support underwriters/finance by chasing premiums where highlighted as overdue.
- Supporting underwriters with preparation for regular peer review sessions.

#### Data & Systems

- Input and validate risk data into policy administration systems.
- Review and correct errors in bordereaux before shared with carriers.
- Support the production of MI and underwriting reports for underwriting team (e.g. premium tracking, pipeline analysis).
- Assist in maintaining data quality to support fair value assessments and Consumer Duty obligations.

#### Broker & Stakeholder Support

- Act as a first point of contact for brokers on administrative queries.
- Act as first point of contact for Euclid Insurance Services on finance and administrative queries.
- Coordinate with brokers to obtain outstanding information and ensure prompt issue of documentation.
- Support underwriters in delivering a high-quality, relationship-driven service proposition.

## General Team Support

- Assist with meeting preparation, including underwriting meetings and broker visits.
- Provide support across the wider team on ad hoc projects (e.g. marketing/events organising, process improvements and other general office tasks).
- Contribute to a collaborative and high-performance culture.

## Skills & Experience

### Essential

- Strong attention to detail and organisational skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Excel and Office Suite.
- Ability to manage multiple tasks and prioritise effectively.
- A proactive and team-oriented mindset.

### Desirable

- Prior experience in insurance, underwriting support, or operations.
- Exposure to financial lines products (e.g. PI, D&O, FI or Cyber).
- Understanding of Lloyd's and/or London Market processes.
- Prior experience of using Co-Pilot or other AI tools.

### Qualifications

- Degree or equivalent experience not a requirement.
- Progress towards (or willingness to undertake) CII qualifications advantageous.

### Our Offering

- Opportunity to work alongside highly experienced, market-leading underwriters.
- Exposure to complex, lead underwriting opportunities.
- Collaborative, entrepreneurial and growth-focused environment.
- Potential progression path into underwriting.

### About Euclid Financial & Professional Risks

Euclid Financial & Professional Risks is a specialist MGA focused on underwriting complex and bespoke financial lines business.

We differentiate through:

- Senior underwriting expertise
- A lead market approach
- Deep broker relationships and face-to-face engagement
- A commitment to product innovation and thought leadership