

Commercial Account Handler

The Company – Thompson & Richardson

Thompson & Richardson are Lincolnshire's leading Insurance Brokers. As a team of experienced professionals, we pride ourselves on delivering a professional broking service to both commercial and personal clients and have a reputation for first class service. We are also committed to supporting the training and development of our people.

The Opportunity

Through our continued success and growth, we are looking to expand our commercial division at Lincoln and seek an experienced Commercial Account Handler. This is a full-time position and flexible working will be considered.

The Role - Commercial Account Handler

You would be joining a well-established team and responsible for handling an existing portfolio of clients whilst supporting Senior Account Executives/Directors. Dealing with a range of commercial and agricultural policies, you will have the necessary technical knowledge and experience to provide a comprehensive, quality service to both existing and potential clients.

Key Responsibilities

- Complete the administration of client's insurance requirements on a daily basis including general enquiries, renewals, new business and mid-term adjustments
- Deal with incoming enquiries from clients, insurers and other third parties in a professional and timely manner
- Input data onto the Open GI system and maintain up to date records
- Liaise with insurers and other third parties regarding the administration of client's insurance needs
- Raise invoices in line with Company accounting procedures
- Liaise with other departments within the Company to meet the needs of our clients including Claims, Personal Lines and Accounts
- Adhere to all FCA regulations and requirements

Key Skills/Requirements

- Minimum of 3 years' experience as a Commercial Account Handler
- Ideally qualified to a minimum of Cert CII
- Experience dealing with Agricultural insurance
- High level of computer literacy
- Strong industry knowledge with an understanding of FCA regulations, compliance and GDPR
- Confident understanding of principles, underwriting factors and legalities of all major classes of commercial insurance
- Excellent communication and interpersonal skills