



Insurance Account Handler (Kent)

Location Office based at Unit 3A Briar Close, Bramble Lane, Wye, Ashford, Kent, TN25 5HB

Contract Type Full-time/Part-time considered

Salary Competitive, based on experience and knowledge.

Overall objective:

To support an individual or team of insurance advisers from the sales team by completing the administrative duties for all new business, renewals, mid-term adjustments and queries.

This roll can be fast paced and will require the ability to multi-task and complete each task to a high standard. Attention to detail is essential in this role.

Personal Specification

Criteria	Essential	Desirable
Knowledge and experience	<ol style="list-style-type: none"> 1. Knowledge of most agricultural and commercial products 2. Previous experience working as an account handler or similar in a broking environment 3. Experience of working to high standards of FCA compliance 	<ol style="list-style-type: none"> 1. Experience of supporting a sales team member 2. Experience in negotiating with insurers
Skills	<ol style="list-style-type: none"> 1. Attention to detail 2. Confident communicator 3. Building strong relationships with clients and insurers 	<ol style="list-style-type: none"> 1. Effective diary management 2. Experience working with the Acturis IT System 3. IT Skills – Working with Microsoft



	4. Organisational skills	Outlook, Word and Excel
Qualifications	1. GCSE's in English and Math 2. CIPD Hours	1. Cert CII Qualified
Other Requirements	1. Self-motivation	

The above list of duties and responsibilities is not exhaustive, and you are obliged to agree within reason to undertake other duties over and above those listed.

How to apply for this position.

Please send your CV and covering letter to careers@acresinsurance.co.uk