



**Junior Account Handler
H&H Insurance Brokers**

Job Title: Junior Account Handler H&H Insurance Brokers

Reporting to: Operations Supervisor

Overall Job Purpose:

To acquire the skills and knowledge necessary to undertake the role of Account Handler providing advice and support and carrying out administrative duties on behalf of H&H Insurance Brokers' clients in order to ensure an efficient and effective service.

Job Description

Primary Accountabilities

1. To acquire the necessary skills and knowledge to:
 - provide a professional service as required to the clients of H&H Insurance Brokers including all aspects of general, agricultural and commercial insurance.
 - administer transactions on behalf of H&H Insurance Brokers including the completion of documentation, data input, processing of proposals to completion and the following up of outstanding documentation.
 - carry out administrative duties as required on behalf of H&H Insurance Brokers.
 - maintain relationships with the existing H&H Insurance Brokers client base by providing first line contact face-to-face or telephone advice and support.
2. To maintain current knowledge with regard to industry compliance.
3. To continue personal development by completion of ongoing insurance qualifications and/or training to improve personal knowledge of the industry and company business.
4. To work within the FCA rules and related procedures published by the company from time to time. This includes the Company's Compliance Manual and Training and Competence Manual.
5. To provide cover for absent colleagues in order to ensure the continuance of an efficient and effective service.

Secondary Accountabilities

1. Other ad-hoc duties that the employer determines fall within the job-holders capabilities
2. To have an awareness of Health and Safety issues with relevance for the company and to advise colleagues or seek further advice according