



Job Description – Senior Account Handler

Movo Insurance Brokers

Job Title: Senior Account Handler

Reporting to: Business Director

Overall Job Purpose

To provide advice and support to, and carry out administrative duties on behalf of Movo Insurance Brokers clients in order to ensure an efficient and effective service.

Job Description

Primary Accountabilities

1. To provide a professional service as required to the clients of Movo Eastbourne including all aspects of insurance.
2. To act as the primary point of contact for client servicing issues.
3. To administer transactions on behalf of Movo Eastbourne Insurance Brokers including:
 - The production of commercial renewal schedules and relevant renewal information
 - Processing of proposals to completion and the following up of outstanding documentation
 - Preparation of commercial business prospects
 - Providing quotations for new commercial insurance business
4. To maintain current knowledge with regard to industry compliance.
5. To maintain relationships with the existing Movo Eastbourne Insurance Brokers client base by providing first line contact face-to-face or telephone advice and support.
6. To continue personal development by completion of ongoing insurance qualifications and/or training to improve personal knowledge of the industry and company business.
7. To carry out administrative duties as required on behalf of Movo Eastbourne Insurance Brokers.
8. 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.
9. 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