



Arch Academy Commercial Insurance Apprenticeship- 2024

Role Title:	Commercial Insurance Apprenticeship	Location:	Birmingham Southampton St Albans Redhill Maidstone Leeds
Department:	Regional Underwriting	Key Dates:	Applications Close 28 th February 2024 and successful candidates will be contacted throughout March to be interviewed w/c 2 nd April

Role Summary
<p>Are you a passionate, focused student looking for an exciting opportunity within a market leading insurer located in the UK? If so, this Commercial Insurance apprenticeship role is for you!</p> <p>This role is aimed at individuals looking to launch their career within the insurance industry, giving you the opportunity to make an impact from day one.</p> <p>The Arch Academy Programme starts on 12th August 2024.</p> <p>This role will provide you with:</p> <ul style="list-style-type: none"> • An enriched training programme to acquire the knowledge and skills required to be successful. • Learning and development opportunities • Designated buddy to help and support learning and work activities • Knowledgeable mentors and support from team members and line management • Support and time dedicated to studying for the Level 3 Insurance Practitioner apprenticeship programme, with the aim to achieve the Level 4 Insurance Professional apprenticeship at the end of the programme • A Career Pathway to enhance and advance technical Underwriting skills • Opportunity to support Arch’s strategic vision, commercial aims, and objectives by contributing to the generation/handling of Insurance products and services.

Key Tasks and Responsibilities
<ul style="list-style-type: none"> • Various Underwriting tasks increasing in scope and responsibility with time and experience in role • Assisting in building and maintaining broker relationships



- Generating business and achieving desired business outcomes within own area of insurance responsibility, in line with the organisation's commercial aims and objectives
- Engaging with all relevant stakeholders to ensure successful insurance conclusions and outcomes
- Ensuring underwriting standards, authority and good practice are followed and that internal and external regulations are complied with at all times

Skills Developed within the role

- Communication & Negotiation Skills – ability to adapt your communications style for a variety of audiences
- Commercial Thinking – Understanding of the insurance market and its customers. Regulatory and Compliance awareness
- Teamwork – ability to work as part of a team and collaboratively with other parts of the organisation
- Organisational discipline with ability to work independently using initiative and without guidance
- Delivering Results
- Insurance Underwriting Product and Technical knowledge and Assessing Risk
- Enhance Arch's standing and presence locally by establishing and maintaining strong personal relationships with key directors and staff at the Region's most important brokers
- Basic knowledge of MS Word – creation of documents, tables & databases, MS Excel – creation of databases, reports, macros, pivot tables and commands and MS PowerPoint – creation of basic presentations, importing tables & reports from other areas

What we offer

- Competitive salary
- Competitive benefits package including for example Private Medical cover, Dental cover, Travel Insurance, Retail discounts and Gym membership.
- Learning and Development opportunities
- A dynamic career opportunity through an apprenticeship programme, which will help you build a wide skillset.
- A clear career pathway and progression opportunities

Qualifications & Experience

- English and Maths at least equivalent to a 9-4 grade at GCSE

Arch seeks candidates who have excelled in previous extra-curricular activities, demonstrated outstanding academic achievement, possess strong analytical, quantitative, and interpersonal skills, and are enthusiastic about the insurance industry.