



# Example of Underwriting Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of underwriting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for underwriting analyst

- Working collaboratively with internal stakeholders (Sales, Docs, Legal, AMS) during the credit
- Coaches and develops junior team members Ensures compliance in credit policies and procedures
- Provide system updates, build rate matrices, complete underwriting documents and data set up for new group implementation
- Perform quality review of new and inforce group premium
- Owns and maintains department renewal tracking
- Carrying out expert analysis to understand underwriting performance
- Identifying current underwriting risks and opportunities, and working with stakeholders to deliver appropriate actions
- Analysing underwriting footprint to highlight potential areas of growth
- Presenting results of analysis to key trading forums in order to gain support for your proposals
- Playing a role in supporting and developing other analysts within your team

## Qualifications for underwriting analyst

- At least 1 year of experience in financial statement analysis, financial modeling or valuation
- At least 1 year of experience preparing financial information, interpreting financial performance or assessing risk exposure
- Cash Flow underwriting/portfolio management experience

- Demonstrated computer knowledge and proficiency with Microsoft Office applications, in particularly Word and Excel, needed
- Since this role is national in scope, occasional travel is expected - less than 1-2 days equivalent per month