



# Example of Underwriting Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of underwriting manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for underwriting manager

- Ensures compliance with various regulator, investor, government and corporate expectations and requirements
  - Conducts performance reviews, performance improvement plans and handles HR issues
  - Assist in the assessment of new deals before term sheet issuance (financial statement analysis and financial modeling, transaction structuring and pricing, participate in meetings with prospects, complete pre-screen credit approval packages)
  - Manage the due diligence process (including analyzing due diligences results)
  - Review applications submitted by Direct Sales and those submitted through indirect sales (brokers and agents)
  - Price renewal policies and prepare proposals for the Pricing Committee when terms are over local delegations and additional approval levels are required
  - Prepare a Write-up for Group Commercial Underwriters and for Pricing Committee review when terms are over local delegations
  - Determine what coverage is available, premium to be paid and other terms required in accepting the risk
  - Develop new Riders in cooperation with other departments (Risk, Claims and Legal)
  - Analysis of policy performance
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- Strategic thinker, capable of identifying process improvements and executing change
- Previous experience in a leadership role, experience mentoring and coaching underwriters on technical underwriting
- Have attained or working towards LOMA, FLMI or ALU designations
- Experience with reinsurance negotiations and understanding of impacts of procedure changes to reinsurers
- Work closely with the Commercial Support Functions to ensure a timely and efficient service to Sales Agents, Intermediaries, Clients and Prospects
- Degree educated in Finance, Business Administration, Economics, Banking or equivalent