

## Finance

### All about us

We're a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

### What's it all about

As Insurance Analyst, you will support the Group Insurance Manager in handling the organisation's insurance portfolio. Your responsibilities will include assisting in the development of insurance policies, managing day-to-day insurance operations, handling claims and contributing to risk assessment and mitigation efforts

### How you'll make a difference

Your role in managing and executing insurance policies and processes will be key in protecting the organisation against various risks. By efficiently handling insurance matters and supporting the overall insurance strategy, you will contribute to the organisation's financial security and operational stability.

### How you'll do it

- Assist in the development and implementation of insurance policies and strategies under the guidance of the Group Insurance Manager
- Manage daily insurance operations, including policy administration and claims processing
- Contribute to negotiations with insurance providers, aiming to achieve favourable coverage and terms
- Participate in the assessment and management of risks related to insurance, proposing appropriate mitigation measures
- Support the handling of insurance claims, ensuring they are processed efficiently and in accordance with policy terms
- Liaise with various departments to understand and address their specific insurance requirements
- Stay informed about industry developments, regulatory changes and emerging risks in the insurance and housing sectors
- Support the Group Insurance Manager in operational improvement initiatives
- Maintain accurate data, managing large complex data sets on excel and in-house systems

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. This role is at manager level.

#### Essential knowledge, experience and skills including qualifications and professional membership

- A degree in risk management, finance, business administration, or a related field. Membership of a professional body such as the Chartered Insurance Institute (CII) or the Institute of Risk Management (IRM) - or actively pursuing.
- Good understanding of various types of insurance policies, coverage details and claims processes
- Excellent communication and negotiation skills, with the ability to engage effectively with a range of stakeholders including insurance providers, senior management, and cross-functional teams
- Understanding of risk management and the application of principles and practices
- Strong analytical and problem-solving skills, with the ability to assess risks and make data-driven decisions
- Up-to-date knowledge of insurance regulations, market trends and best practices
- Proficiency in Excel and Power BI, knowledge of D365 preferred
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour