

FILE AUDITOR

Job Title	File Auditor
Reporting to	Director
Working Hours	As required – usually 1 or 2 days at a time
Fees payable	Up to £250 per day plus expenses
Benefits	n/a (applicant would be self-employed)
Main Duties	Reviewing insurance brokers' client files for compliance with the rules of the Financial Services Authority (FSA), the broker's own procedures and rules and good business practice generally
Skills	Essential skills are: Technical – must have a strong technical knowledge of both commercial and personal lines general insurance products Computer – Basic level MS Word and Outlook. Personal - must have good report-writing and email communication skills
Background	Must have previous experience of underwriting and/or insurance broking at senior or supervisory level. Must be educated to at least A-level standard Must hold a CII professional qualification.