



Client Adviser Role

AssuredPartners US is the 11 th largest broker in the USA. In 2019 Hettle Andrews, independent insurance broker in Birmingham were acquired by AssuredPartners and in 2022 we were rebranded as AssuredPartners Hettle Andrews. The Birmingham office is now lead by Paul Williams, Head of Office and Jock Brindley who heads up the Education practice.

AssuredPartners Hettle Andrews employ 46 people who are largely based in Birmingham. We have 3 areas to our business; Broking, MGA underwriting services and Risk Services who deliver H&S services to our clients as part of our ONE product plus they offer individual consultancy. Our internal broking team of 8 people is lead by our Associate Director, Chloe Burrow ACII and we currently practice a hybrid working model with the team currently working Tuesday – Thursday in the office and it is optional whether people attend Monday and Friday.

A Client Advisor role is being sought based in the Birmingham Office for AssuredPartners Hettle Andrews due to growth within the business.

The main elements of the role are:

1. Responsible for your own book of clients
2. Preparing market presentations ensuring renewal strategy is reflected
3. Preparing Client renewal reports
4. Assist with day-to-day client insurance and risk queries
5. Assist with mid-term changes to risk
6. Attend Insurer / Client meetings as necessary
7. Support the Associate Director in all aspects of the insurance broking function
8. Nurture excellent client relationship

What you will need to have:

- At least 3 years account handling / client advisory experience within commercial insurance broking
- Experience in Charity or Education would be beneficial but not essential
- Strong written and verbal communications skills
- Keen to advance through insurance qualifications, if not already qualified





- Strong attention to detail and strong administrative skills
- Personable and a team player
- Strong knowledge of FCA Compliance framework

What we will do for you:

Salary negotiable on experience

Private health - Vitality, to include:

- GP telephone appointments
- Health and fitness advice
- Mental health counselling
- Discounted Cinema Tickets
- Discounts @ retail outlets
- Smartwatch discounts

3 x death in service benefit

5% pension contribution

£650 annual gym allowance

Paid CII subscriptions

Paid CII exam and study material and 2 study leave days per subject

25 days holiday plus Christmas

One day holiday for Birthday

Access to Peppy – wellbeing app

Laptop and equipment for hybrid working

Training and Development plan

If you can see yourself belonging to a lovely group of people working for a Global firm who retains local firm values; a firm with huge growth plans under new leadership, then contact us with your CV.

