

H&H Group plc
Job Description
Apprentice Administrative Assistant
H&H Insurance Brokers

Job Title: Apprentice Administrative Assistant - H&H Insurance Brokers

Reporting to: Operations Manager

Overall Job Purpose:

To acquire the necessary skills to provide support to the Operations Manager in order to ensure an effective and efficient service for the customers and to make H&H Insurance Brokers the chosen provider in the area.

Job Description

Primary Accountabilities

1. To acquire the necessary skills in order to undertake the role of Apprentice Administrative Assistant which will include the following:
 - ensuring the compliance of the company by working within the FCA rules and related procedures published by the company from time to time. This includes the Company's Compliance Manual and Training and Competence Manual.
 - operating the Management Information (MI) system in line with FCA reporting standards
2. To undertake administrative duties as required, which may include the following:
 - production of accurate correspondence and documentation
 - photocopying and scanning as required
 - filing of correspondence and documentation – both manually and computerised
 - maintenance of client files
 - sorting and franking daily mail
 - data inputting and processing
3. To undertake the apprenticeship programme which will include on-site assessment, evidence gathering and regular meetings with a dedicated assessor.

Secondary Accountabilities

1. To acquire current knowledge with regard to Health & Safety and in particular to legislation relevant to the company and to seek advice accordingly.
2. Operational ad hoc duties.