



Job Role: COMPLIANCE MANAGER

Reports to: COMPLIANCE DIRECTOR

Role Definition

Reporting to the Compliance Director, the Compliance Manager will act as the Group-wide contact for all legal, compliance and corporate governance matters, with a broad and varied mandate covering international licencing and tax queries, delegated underwriting compliance, sanctions and financial crime, corporate governance, and data protection.

The Compliance Manager is responsible for delivering exceptional customer service to the Group's internal customers (including underwriters, claims handlers and product developers), as well as to the Group's carriers and other business partners, adopting a positive, 'can-do' approach to solving complex regulatory enquiries.

The Compliance Manager will also deputise for the Compliance Director, as required.

Key Responsibilities & Accountabilities

- Provide an exceptional compliance advisory service to the Group's underwriters, claims handlers and other staff, with a focus on providing timely, commercially-sensitive solutions to complex regulatory issues;
- Lead on ad hoc compliance and regulatory change projects, working effectively with internal stakeholders to ensure the Group continues to meet its regulatory requirements;
- Ensure that the Group's compliance system and controls, and supporting policies and procedures are up-to-date and effective;
- Manage the Group's financial crime and sanctions processes and procedures, including investigation of sanctions matches;
- Assist in horizon-scanning and legislative monitoring, including interpreting the impact on the Group and producing easily-digestible summaries and articles on key regulatory changes;
- Assist in managing the relationship with Group's regulators and carriers, including Lloyd's and the FCA, providing timely compliance data and metrics on request, and responding to ad hoc queries;



- Assist with the Group's risk management programme, including managing the risk register and identifying emerging risks;
- Develop and deliver engaging, topical compliance training, including bespoke training to underwriting teams tailored to their risk and business profile;
- Support the corporate governance and secretariat activities of the Group, including assisting with governance arrangements, drafting shareholder and board resolutions and coordinating with the Group's company secretary service;
- Support with the provision of timely and accurate legal advice to the Group, including assisting with reviewing contracts and NDAs and performing other ad hoc legal tasks.

Skills & Abilities

- Exceptional communicator, both written and oral, along with an ability to communicate professionally with a wide variety of stakeholders, including the Board;
- Well-developed international regulatory and compliance know-how, combining strong technical skills with a pragmatic, commercially-sensitive approach to regulatory problem solving;
- Strong organisational skills, and the ability to juggle multiple different matters and keep track of critical deadlines;
- Ability to develop strong relationships with key stakeholders, both internal and external, and to work collaboratively;
- Ability to work autonomously, and the confidence to lead on standalone compliance and regulatory projects with minimal supervision and direction.

Knowledge & Experience

- Strong knowledge of Lloyd's and international regulatory requirements;
- Knowledge of the FCA Handbook and principles highly regarded;
- London market insurance experience essential; either with a managing agent, broker or MGA;
- Legal experience (drafting, contract review) highly regarded, but not essential;
- Experience working with delegated authorities, including a knowledge of how binding authority agreements work, would be highly regarded.

Professional Qualifications (preferred)

- A degree in a relevant field (e.g. Law) would be highly regarded, but not essential.