



Job title:	Compliance Manager
Function:	Compliance
Employment status:	Full-Time Permanent
Reporting to:	Compliance Director (Jacqueline Sinclair)
Working hours:	9.30 am to 5.30 pm, Monday to Friday
Location:	85 Gracechurch Street, London EC3V 0AA
Annual salary:	£Competitive (dependent upon skills and experience)
Bonus:	Discretionary Bonus Plan
Employee benefits:	25 days holiday, Private medical insurance (plus dental and optical cashback benefit), Life insurance scheme, Income protection scheme, Pension plan, Season ticket loan, Subsidised gym membership, 24/7 employee assistance programme and dress down Fridays. CFC social events include Summer party weekend, Halloween and Christmas party.

About CFC:

We are the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. CFC is backed by more than 30 Lloyd's syndicates and delivers insurance to over 60,000 businesses in more than 60 countries.

We're privately held and growing faster than any of our competitors and the market. Although insurance is a serious business, our culture isn't too corporate, and we never take ourselves too seriously.

At CFC we operate as 'one-team' and enjoy a culture of openness and encouragement. We invest heavily in the learning and development of our people and enjoy a fast-paced working atmosphere that is friendly, supportive, and fun.

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.

Our Core Values: **Passion & Perseverance** **Respect & Humility** **One Team** **Intensity**



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

We're building the future for niche, speciality and emerging lines of insurance so you will be naturally comfortable working with evolving products, change, and above all, thrive working within a fast-paced and results driven business.

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 carriers, 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; and
- 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 planning and 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; and
- 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;
- Demonstrable compliance experience within London market insurance is essential; either with a managing agent, broker or MGA environment;
- Legal experience (drafting, contract review) highly regarded, but not essential; and
- Experience working with delegated authorities, including a knowledge of how binding authority agreements work, would be preferred.

Education & Professional Qualifications

- The successful candidate will ideally be educated to degree level within law (but this is not essential).