

Job description

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| Job title | Compliance Assistant |
| Employment type | Full-Time Permanent |
| Reporting to | Compliance Manager |
| Working hours | 9.30am – 5.30pm - Monday to Friday (Role requires potential out of hours work) |
| Location | 85 Gracechurch Street, London EC3V 0AA |
| Salary | £ Competitive |
| Bonus | Discretionary Bonus Plan |

CFC Benefits include 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 parties.

About CFC

CFC is a specialist insurance provider and a pioneer in emerging risk. With a track record of disrupting inefficient insurance markets, CFC uses proprietary technology to deliver high-quality products to market faster than the competition while making it easier for brokers to do business. Our broad range of commercial insurance products are purpose-built for today's risks, and we aim to give our customers everything they need in one, easy-to-understand policy.

Headquartered in London and backed by Lloyd's, CFC serves more than 70,000 businesses in over 80 countries. We're privately held and growing faster than any of our competitors in the market.

Although insurance is a serious business, our culture isn't too corporate and we never take ourselves too seriously. We are '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 Manager, the Compliance Assistant plays a key role in supporting the broader Compliance Team in delivering the CFC Group compliance plan, along with delivering

exceptional customer service to the Group's internal customers (including underwriters, claims handlers and product developers)..

The role has a broad and varied mandate, covering international licencing and tax, financial crime, cyber risk and data protection, along with providing support for the Group's corporate governance processes.

Key responsibilities & Accountabilities

- Assist the Compliance Manager in providing 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;
- Support the Compliance Manager in delivering key compliance and regulatory change projects to ensure the Group continues to meet its regulatory requirements;
- Support the Compliance Manager in ensuring that the Group's compliance system and controls, and supporting policies and procedures are up-to-date and effective;
- Operate the Group's financial crime and sanctions processes and procedures, including investigation of sanctions matches;
- Assist in managing the compliance and delegated underwriting aspects of the Group's binding authorities with its carriers, including drafting responses to carrier queries and preparing due diligence information for our carriers;
- Assist with the Group's risk management programme, including managing the risk report and identifying emerging risks;
- Assist in managing Group's conduct risk and control framework, including operation of external complaints process in line with regulatory requirements and carriers' expectations;
- Provide support on underwriting compliance monitoring and ad hoc compliance projects, as required.
- Support the corporate governance and secretariat activities of the Group, including assisting with minute taking and issuance of Board papers and reports, as required.

Skills & Ability

- 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.

Education & qualifications

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

Our Core Values



The information contained within this job description is not intended to be an all-inclusive list of the duties and responsibilities of the role. The role holder may be required to perform other related duties as assigned. CFC Underwriting Limited may at its discretion, assign or reassign duties and responsibilities as appropriate.