

Job description

Job title	Compliance and Company Secretarial Administrator
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

At CFC we pride ourselves on being an employer of choice. We were delighted to be recognised in the *'Sunday Times 100 Best Companies to Work For 2019'* including a placing within the Top 30 for London!

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, employee wellbeing programme (including on-site massages), 24/7 employee assistance programme and dress down Fridays. CFC social events include the 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 and Company Secretarial Administrator plays a key role in supporting the broader Compliance Team in delivering the CFC Group compliance plan through providing an excellent level of administrative support across a broad spectrum of areas, including general compliance, company secretarial work, risk management, legal, and conduct risk and controls.

Whilst previous experience isn't essential for this role, it's essential that you are highly organised and diligent with an excellent ability to grasp new technical concepts and skills. This role offers an exciting opportunity to gain broad exposure across compliance, whilst taking responsibility for various administrative process within a supportive and collaborative team.

Key responsibilities & Accountabilities

Team Administration

- Provide administrative support to the Compliance team with various compliance work, supporting the smooth operation of Group's compliance system and controls, financial crime and sanctions processes and procedures, risk management programme, legal requirements and conduct risk and control framework;
- Managing the Compliance team's shared mailbox, ensuring that the mailbox is maintained on a daily basis and email enquiries are fielded to the appropriate member of the team in a timely and professional manner;
- Responding to general compliance queries across the business as appropriate;
- Supporting the company's audit processes and procedures, including preparing packs for both internal and external auditors, co-ordinating schedules, booking rooms etc.

Company Secretarial Administration

- Day to day responsibility for the administration of the Group's corporate governance and company secretarial processes and procedures, including maintaining the Group's corporate calendar, submitting corporate filings and supporting the team with the accurate maintenance of the Group's corporate books and records;
- Support the Compliance team in administrating the Group's employee share scheme, with responsibility for ensuring documentation and records are kept and maintained in a timely and accurate fashion;
- Support the Compliance team with the Group's governance recordings, including Board and Committee structure charts and responsibilities map, and issuance of Board papers and reports, as required;

Team Projects

- Support the Compliance team on ad-hoc team projects, including taking responsibilities for tracking progress, updating Asana and other ad-hoc tasks as required;

- Conducting legal research and writing up reports as required;
- Support the Compliance Manager with the roll-out and implementation of corporate governance and conduct changes under the new Senior Management & Certification Regime;

Skills & Ability

- Exceptional communicator, both written and oral, along with an ability to communicate professionally with a wide variety of stakeholders, including the Board;
- Meticulous attention to detail, strong organisational and time management skill, and the ability to juggle multiple different matters and keep track of critical deadlines;
- Proactive, dynamic, with a can-do attitude, and the ability to be flexible as required;
- The ability and willingness to swiftly pick up new concepts and technical skills.

Knowledge & Experience

- A working understanding of the 2006 Companies Act and corporate governance requirements for UK companies would be highly regarded however not essential;
- Basic knowledge of Lloyd's would also be highly desirable;
- Basic knowledge of the UK regulatory environment and principles, including a basic understanding of the roles and responsibilities of the FCA and PRA;

Education & qualifications

- ICSA part of fully qualified (or a willingness to become qualified) would be highly regarded;
- Legal background highly regarded, but not required.

Our Core Values



Our mission is to radically simplify the way commercial insurance is bought and sold.





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