

ATR I U M

Compliance Assistant



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| Purpose of the Role | <p>Responsible for assisting the Compliance Team in the execution of their duties. Reporting to the Senior Compliance Manager, who in conjunction with the Deputy Compliance Officer, will be responsible for managing the job holder's day to day work.</p> <p>To support the Compliance Team in embedding, promoting and supporting a transparent, positive and proportionate culture of compliance across the business.</p> |
| Reports to | Senior Compliance Manager |
| Job Details | Permanent full-time position. Atrium offers all permanent employees the chance to work flexibly through our charter for flexible working |
| Authority Level | <p>No authority to underwrite or settle claims.</p> <p>Authority to agree expenditure, payment and Cheque signing appropriate to role</p> |
| Key Tasks | <p>To assist the Compliance Team in ensuring that the Compliance Function fulfils its duties and that the Compliance Work Programme is achieved, including:</p> <p>Compliance Monitoring</p> <p>Under the direction of the Compliance Team, maintaining an effective compliance monitoring framework including: documentation of the framework; performance of monitoring work; reporting and escalation of findings; identification and implementation of enhancements.</p> <p>Assisting other members of the Compliance Team in the performance of financial crime checks (including sanctions screening and Anti Money Laundering checks) and in the management of financial crime risk.</p> <p>Assist other members of the Compliance Team in ensuring compliance with Atrium's complaints handling procedures and Conduct Risk policy.</p> <p>Team Administration</p> |

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| | <p>Assisting members of the Compliance Team with the administration and management of the Annual Compliance Workplan.</p> <p>Assisting members of the Compliance Team with the administration and management of the Compliance file share area on Onedrive.</p> <p>Assisting members of the Compliance Team in the maintenance and development of systems used by the team, including the Compliance section on the Company Intranet (Anet) and ensuring that key information is kept up to date.</p> <p>Assisting other members of the Compliance Team in the management and development of the automated Compliance Reporting Timetable on the Conductor "ACE" platform, with responsibility for monitoring adherence to reporting deadlines and reporting of upcoming and missed deadlines.</p> <p>General Compliance Duties</p> <p>Ensuring that policies, procedures and control systems are designed, implemented, communicated and in place for the purpose of achieving compliance with all relevant Lloyd's and external regulatory requirements, and that adherence to these is monitored.</p> <p>Providing support and guidance to the Syndicate and Agency business units and to the overseas offices on regulatory and compliance matters as and when they arise.</p> <p>Third Party Relationships</p> <p>Liaising with external parties (such as Lloyd's, the Financial Conduct Authority (FCA), Prudential Regulatory Authority (PRA), Lloyd's brokers, other managing agents, and external service providers) on compliance and regulatory matters as directed by members of the Compliance Team, conducting any such communication in a professional manner.</p> <p>To undertake ad-hoc work as may be requested from time to time by members of the Compliance Team, or other Senior Management.</p> |
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| <p>Required Competencies</p> | <p>Systems and Procedures Ability to understand and maintain effective compliance systems and procedures</p> <p>Monitoring Ability to monitor all syndicate and agency activities in order to ensure compliance with all relevant regulatory requirements</p> <p>Reports Ability to prepare reports as required</p> <p>Underwriting Ability to understand underwriting slips, records and documentation and to identify any failure to comply with relevant regulations</p> <p>Relationships Ability to maintain satisfactory relationships with regulators, colleagues and other compliance professionals</p> <p>Communication Ability to communicate directly and through correspondence, in a manner appropriate to the audience</p> <p>Compliance Ability to develop and encourage a compliance culture in all areas of the business</p> <p>Problem Solving Ability to understand and apply relevant regulations to business problems in order to provide appropriate solutions</p> |
| <p>Required Knowledge and Skills</p> | <p>Ability to learn knowledge relevant to the role in the following areas:</p> <ul style="list-style-type: none"> • Relevant provisions of FCA Handbook, Lloyd’s Byelaws, Regulations and Codes of Conduct and all other relevant external regulatory requirements. • Compliance issues facing Lloyd’s managing agencies • Insurance, reinsurance and reserving practice. • The standards and rules set out in the firm’s standards documents <p>Negotiation skills</p> <p>Analytical skills</p> <p>Financial Awareness</p> <p>Decision making</p> |