

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Compliance Officer
Reports to:	Chairman
Business Unit:	Compliance Department
Responsibility for staff:	CSP Compliance team and Compliance related activities of nominated individuals within Subsidiary companies.

Overall Purpose:

To embed a strong and effective compliance culture across the CSP of Companies and Appointed Representatives (GOC'S+), promoting the highest standards of compliance and corporate governance. Developing Compliance policies and processes and acting as a trusted advisor to the business. Managing relationships with all key stakeholders, ensuring that they are fully aware of their compliance responsibilities.

Background:

CSP is a specialist niche Lloyd's Insurance and Reinsurance broker providing tailor-made solutions for both UK and International clients. It provides innovative and reliable Insurance and Reinsurance cover for valued clients with a focus on Accident & Health, Life & Specialty, Employee Benefit, Travel, Reinsurance and Aviation business.

In parallel with its own business, CSP also sponsors other brokers, in many cases as Appointed Representatives who wish to enter the Lloyd's market and it acts as a service provider to these and other brokers by providing support services such as Finance, Compliance, Information Technology, and Human Resources.

As an FCA regulated body CSP has incorporated all FCA principles as part of its day-to-day business and this extends to group and sponsorship companies where the same compliance principles apply.

For consistency and ease of management the same policies and procedures adopted by CSP are replicated across group and associate companies. The company works closely with Griffin Insurance Association who provide Professional Indemnity cover and are active in providing guidance and legal assistance in all compliance issues as well as undertaking regular compliance audits.

Key Responsibilities:

Regulatory:	<ul style="list-style-type: none"> • Keeping abreast of all legislative, regulatory and governance developments that may affect Group Companies/Appointed Reps. • Manage all aspects of the Group's interactions with the FCA, ICO, or any other regulatory body as and when necessary. • Maintain effective working relationships with the Regulators, including working with the GOC'S+ to ensure that each company provides a
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	<p>thorough, accurate and timely response to Regulator requests.</p> <ul style="list-style-type: none"> • Oversee the completion and timely submission of GOC'S+ regulatory forms and returns to the FCA and ensure that appropriate responses are made to FCA requests. • Ensure the various GOC'S+ Boards remain informed of regulatory, legislative and best practice changes and their obligations under these changes and how they impact each company.
Strategic:	<ul style="list-style-type: none"> • Oversee and develop the GOC'S+ compliance and risk management strategy to meet the current and future needs of the organisation
Policy & Procedures:	<ul style="list-style-type: none"> • Ensure that the GOC'S+ have fit-for-purpose compliance policies and guidance documents, and that these are well documented, communicated, rolled out and embedded across the GOC'S+ • Confirm and carry out set-up compliance processes for all new sponsorship companies
Training & Development:	<ul style="list-style-type: none"> • Ensure that all necessary Compliance related training requirements are carried out across GOC'S+.
Business Partner/Trusted Advisor:	<ul style="list-style-type: none"> • Lead and direct the technical compliance advice across the GOC'S+ ensuring the quality and timeliness of advice and guidance provided. • Engaging daily with staff at all levels to promote and embed the strong compliance culture. • Being highly visible within the various businesses on all compliance related matters.
Risk Management:	<ul style="list-style-type: none"> • Lead the Group Compliance Committee and the associated compliance and governance processes to ensure the key risk requirements are being met.
Monitoring:	<ul style="list-style-type: none"> • Provide the GOC'S+ Board with the required management information to monitor the effectiveness of compliance and risk controls and management processes • Maintain appropriate systems and controls to ensure the GOC'S+ meets its regulatory obligations, these will include: <ul style="list-style-type: none"> (a) Audit and monitoring functions to ensure staff are performing their roles correctly in accordance with Company procedures and processes. (b) Risk assessment and strategy process. (c) Regular monitoring and update of systems and controls to ensure they are performing as needed. • Report and respond as required to the FCA in relation to general insurance activities, including RMAR reporting. • Provide information to the GOC'S+ -on consultation or other documents published by the FCA and how they relate to their business. • Manage the GOC'S+ Compliance Plan and any other Project Management to support and ensure compliance with FCA regulations. • Maintain a Compliance Manual to ensure the GOC'S+ meet -their

	<p>regulatory obligate.</p> <ul style="list-style-type: none"> • Represent the GOC'S+ as may be required to clients, insurers, service providers, Lloyd's, Market Associations and the FCA and any other bodies in connection with FCA regulations. • Adhere to the FCA Statement of Practice for approved persons. • Consult and communicate with E&O Carriers on renewals or as and when necessary. • Provide the GOC'S+ Board's with the required management information to satisfy FCA requirements
Other:	<ul style="list-style-type: none"> • Member of CSP's Senior Management Board
Skills and competencies:	<ul style="list-style-type: none"> • An entrepreneurial minded compliance expert with the ability to apply risk and compliance strategies whilst supporting innovation. • A strong and capable leader able to provide clear direction and guidance at all levels. • Commercial and practical approach. • A proven ability for managing and developing a Compliance team • Relevant senior level Compliance/Regulatory experience within the Insurance Sector • Strong stakeholder management skills. • Committed to continually developing technical expertise. • Strong knowledge of FCA Insurance regulatory requirements and of FCA's expectations of regulated firms
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Insurance or Compliance qualification
Experience	<ul style="list-style-type: none"> • Solid experience in general insurance. • Experience of an FCA regulated environment. • Company secretarial experience would be an advantage and form part of the role should the candidate have this experience. • Experience with Lloyd's in Compliance matters is essential