JOB DESCRIPTION

Job title:	Compliance Analyst
Department:	UK Compliance Team
Controlled functions/areas of significant responsibility:	None
Reports to:	Compliance Manager
Direct Reports:	None
Date:	July 2012

Purpose:

The primary role of the Compliance Analyst is to help deliver the annual compliance plan for our UK platform and AIUK branches worldwide. The Compliance Analyst plays an integral part in the UK compliance team assisting in core compliance work across the different regulatory environments in which Aspen operates.

The Compliance Analyst will review, monitor and prepare exception reports on key areas of regulatory risk and participate in on-site compliance reviews and will also provide compliance support to the business.

The work is predominantly based in London but will involve a limited amount of travel (no more than four weeks would normally be expected).

Main duties:

The Compliance Analyst will work with the Compliance Manager to maintain our key compliance controls by:

- Performing thorough research and providing timely advice to management on compliance queries
- Operating key automated compliance monitoring controls including underwriting authorities, sanctions screening, licensing monitoring
- Assisting in the preparation of regulatory returns
- Preparing licensing filings
- Participating in our compliance monitoring plan
- Maintaining our key policies and procedures
- Preparing and collating management information connected to Aspen's Treating Customer Fairly (TCF) initiatives
- Maintaining Aspen's compliance software including, but not limited to, our E-learning facility, policy management system and sanction monitoring software
- Working with the Compliance Manager to achieve practicable and proportionate solutions to regulatory risks.

General compliance support

In completing the above tasks it is expected that the Compliance Analyst will:

- Interrogate and analyse Aspen's underwriting systems as required to support the requirements of the UK Compliance Team
- Provide advice and assistance to the business to allow them to comply with their regulatory obligations
- Act as a focal point for UK platform compliance-related matters
- Work with the business to advise on and assist with the implementation of amendments to procedures to meet existing or new regulatory requirements
- Assist in raising compliance awareness throughout the business
- Participate in compliance initiatives as required to support the timely completion of the Annual Compliance Plan
- Process and provide support to non-financial FSA returns and associated electronic submissions (FSA approved person forms etc)
- Maintain an understanding of the UK Compliance Team's core licensing processes and provide support where needed.

Additional duties:

- To act in accordance with, and be an advocate for, the Aspen spirit
- Participate in and undertake applicable professional, technical and career development training (delivered internally and externally) to include attainment of associated qualifications where required
- Where applicable ensure company, market and client-related documentation is issued (internally and externally) accurately and on time
- Comply with external and internal regulatory and statutory policies, procedures and regulations
- To operate as an effective team member by supporting colleagues and contributing in the delivery and achievement of overall team and business objectives
- Liaise with relevant and associated areas and groups within the business process to establish, support and maintain business relationships and organisational effectiveness
- To undertake any other duties of a similar nature that the company reasonably requests to be performed that are within the expertise and skills of the jobholder. These may be subject to periodic review and any updates and changes to be introduced after consultation with the person concerned.

Education/experience:

- Intelligent, enthusiastic graduate with a desire to learn and progress within the insurance market
- Educated to degree level (2:1) or equivalent with a good knowledge of Microsoft Office products.

Skills:

- Computer literate and proficient user of Excel
- Strong verbal and written communication skills
- Highly numerate
- Able to demonstrate pro-activity and prioritisation skills
- Flexible and adaptable
- Good interpersonal skills and a team player