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| **Job Description - Barnes** |
| **Job title** | **Compliance Officer** |
| **Main purpose of the role** | * Responsible for all matters of compliance across the business, ensuring we establish and maintain the highest possible compliance standards, policies, monitoring and controls
* To ensure the highest levels of support for the growing business, the board of directors and sales team
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| **Department** | Finance |
| **Working hours** | Part time position. 25 hours per week, Monday-Friday.There is some flexibility with both the number of hours and the structure of a week. |
| **Payscale** | £35,000 plus benefits (this is the full-time rate) |
| **Reports to** | Financial Controller |
| **Direct reports** | None |
| **Key responsibilities and deliverables**  | **Compliance – high level requirements*** Ensure you provide a low risk, compliant environment for the business to operate within
* Responsible for the set up and maintenance of compliance manuals, policies and procedures, and the deployment of these into the business
* Ensure we implement and hold a robust checking and monitoring process
* Liaise and work with the company external compliance consultants
* Keep fully briefed and educated on all current and future compliance announcements and changes in both the areas of commercial and personal lines insurance
* Ensure our compliance strategy is executed in line with the board’s plans
* Ensure our GABRIEL, FCA and other portals are up to date and maintained
* Work with the Finance Manager to complete GABRIEL returns in a timely and accurate manner
* Lead Terms Of Business Agreement (TOBA) reviews for new insurers or schemes and providing timely feedback on these
* Collaborate with the Finance Manager to ensure regular maintenance of our master agency list which collates insurer TOBAs and client money considerations (CASS)
* Work with the Financial Controller, Commercial Sales Manager and the Directors to understand the needs and priorities of the business and the wider market to ensure that the compliance plan is effective
* Conduct call audits and provide feedback for Account Executive to ensure that compliance standards are met and we work in line with Treating Customers Fairly (TCF) guidelines as issued by the FCA; set up compliance improvement plans for individuals where necessary
* Liaise with other industry compliance professionals and pick up and implement best practice hints and tips, in particular the compliance officer for our sister company Lifesure to ensure knowledge sharing across the group
* Represent the company in audits, whether panel insurer, cover holder or FCA
* Oversee and input into CPD for the whole business to ensure it meets FCA requirements
* Develop and manage relationships with key stakeholders as required to fulfil your role e.g. internal (senior managers, the board, Finance, Admin) and external (suppliers, partners)

**Personal excellence*** Identify your strengths and weaknesses and take responsibility for your personal development plan and training, reviewing this regularly with your line manager
* Measure and report performance against your objectives and targets, reviewing this regularly with your line manager
* Always be learning and strive to achieve mastery of your role (high skill, high will)
* Comply with Barnes’ published policies and procedures
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| **Other responsibilities** | * Other duties and responsibilities as may be set by the Financial Controller, Sales Manager and the Directors
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| **Key skills & experience** | * Minimum three years’ experience working in an insurance and FCA regulated environment, preferably commercial insurance brokerage
* Computer literacy, especially the ability to use Excel to a high standard
* Adaptability to work with various software solutions, and experience in implementing and continuously improving processes
* Excellent communication skills at all levels
* Accuracy and attention to detail in all aspects
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| **Desirable qualifications** | * Cert CII qualified
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| **Behaviours** | * Demonstrate the Barnes values and work towards the Barnes vision and mission in all that you do
* Be a brand ambassador
* Be a role model
* Foster a culture of continuous and never-ending improvement (CANI)
* Inspire people to drive for a common goal
* Be an excellent communicator
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| **Date of preparation** | 27 November 2019 v1 (Sarah Parsons) |
| **Date revised** |  |