



Job description

Job title	Compliance Administrator
Employee status	Permanent
Department	Legal, Regulatory & Compliance
Reporting to	Compliance Officer
Location	London
Date	February 2017

Markel International (MINT) underwrites a diverse portfolio of property, casualty and marine insurance and reinsurance business on a world-wide basis. We are a division of the Markel Corporation, which markets and underwrites speciality insurance products and programmes to a variety of niche markets. In each of these markets we seek to provide quality products and excellent customer service so that we can be a market leader. Our financial goals are to earn consistent underwriting profits and superior investment returns to build shareholder value.

We have an excellent opportunity to join our Legal, Regulatory & Compliance department during an expansion period of the business, both in the UK and internationally. We are looking for an enthusiastic individual who will support the compliance team across a wide range of areas including financial crime, global licensing, and relevant regulatory related matters.

Duties and accountabilities

- Assist the Compliance team with its regulatory queries and reporting
- Support the production of presentations and papers by gathering the necessary management information, data and supplementary content, including formatting using Word, Excel, Powerpoint as required
- Dealing with routine correspondence and general departmental queries
- Assist team members in the completion of key and ad hoc projects
- Maintain an awareness and appreciation of team members' day to day activities to support and provide assistance at all times
- Helping with and analysing sanctions queries, utilising screening software (Bridger) and exception reporting
- Maintain Sanctions Log and filing related correspondence
- Responding to Broker TOBA requests, preparing agreements, answering queries
- Reviewing TOBA Due Diligence, issuance and filing
- Dealing with certain licensing queries
- Licensing Exception Reporting
- Sanctions and Financial Crime Exception Reporting
- Return Premium Exception Reporting

Markel International Services Limited

20 Fenchurch Street, London, EC3M 3AZ Tel: +44 (0)20 7953 6000 Fax: +44 (0)20 7953 6001

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- Contract certainty analysis and reporting
- Assisting with ELTO Quality Assurance
- Evidencing completion of returns
- Monitoring overseas regulatory timetables
- Assisting with Financial Crime testing

Technical skills/Knowledge/Experience

The successful candidate will have significant administrative experience preferably in the insurance industry. They will:

- Have the ability to develop awareness and communications at all levels within the company
- Have strong written and spoken communication skills in the English language
- Possess good IT (Microsoft Office) skills including Word, Excel and Outlook and the ability to use or learn our in-house systems

Behavioural competencies

Organisational behaviours

The successful candidate will:

- Demonstrate strong commitment to the organisation, team and role
- Display a proactive approach to duties, committed to striving for high standards and achieving deadlines
- Maintain a high standard of professionalism at all times
- Build and maintain relationships with colleagues
- Be an efficient and effective team member and participate fully to achieve team goals
- Be able to network internally and externally to acquire and implement knowledge
- Possess the initiative to work independently and have the confidence to take responsibility for decisions made, but always to be willing to seek help and guidance where necessary
- Focus on personal development and maintaining levels of knowledge and expertise

Role specific behaviours

The successful candidate will:

- Be able to work independently
- Possess good interpersonal skills, with the ability to work across divisions
- Pay close attention to detail and work in a logical and thorough manner
- Be keen to improve processes and look for ways to improve Markel's compliance framework
- Ensure a high level of integrity and discretion at all times, understanding that they work in an environment where confidentiality and sensitivity must be maintained

If you or someone you know is interested in applying for this position, please contact Joanna Smyth on 6897 or joanna.smyth@markelintl.com. Internal Transfer Application forms can be found on the intranet. External candidates are requested to enclose a cover letter with their CV.

We are committed to equal employment opportunity regardless of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. If you require any reasonable adjustment in order to make an application for this role, please let us know how we can help.

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