

Vacancy - Legal & Compliance Officer

We are now seeking a Legal & Compliance Officer to join us on a full time, permanent basis. This role will give candidates the opportunity to work in two disciplines within the company, Legal and Compliance. The successful candidate will be enthusiastic and a quick learner with a desire to develop in a friendly and supportive Insurance company. This is a great opportunity for someone to join an experienced team, whilst building on their compliance or legal experience, supporting both the Risk & Compliance Manager and the Head of Legal. Both managers are looking forward to bringing on board their first Legal & Compliance Officer whom they will mentor and help to develop as their role progresses.

If interested in this role, please send us your **CV and covering letter** outlining why you would be suitable for this position and your salary requirements to recruitment@shipownersclub.com

Role Responsibilities:

- Assisting the Risk & Compliance Manager in managing regulatory compliance within the Club and ensuring that the appropriate regulatory registrations (including licences) and approvals are in place.
- Assisting the Head of Legal in providing advice and oversight to the Club on legal and Club cover issues.
- Assisting the Head of Legal with the production of policy wording and review of Rules.
- Investigating potential matches of Sanctions/ Financial Crime screening and advising colleagues on appropriate resolution.
- Addressing direct and indirect sanctions risks and ensuring that regional processes, procedures and controls are operating effectively to mitigate potential risk.
- Maintenance of Sanctions guidance published on Club website.
- Monitor and review legal developments relevant to the Club's day to day business and assist with putting in place any necessary policies and procedures.
- Assist with International Group matters
- Reviewing regulatory materials published by regulators relevant to the Club.
- Conducting regular compliance monitoring desk-based reviews.
- Maintaining registers of conflicts of interest, complaints, compliance issues and breaches; conducting analysis and preparing reports as requested.
- Providing/coordinating training for employees and new employees on legal and compliance requirements, policies, and procedures.

Experience Required:

- Minimum of 2 years of experience in a compliance or legal role
- Ideally holding a legal or compliance qualification
- Experienced in operating within a regulated international business
- Effective influencer and problem-solving skills
- Able to evaluate the risk implications of regulations and their integration
- Capable of developing and maintaining relationships with colleagues across all branch offices
- Team player

Must be eligible to work in the UK.

Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.

No Agencies please.