

▶ VACANCY – COMPLIANCE OFFICER



The Shipowners' Club is a mutual insurance association based in the City of London. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We are now seeking a Compliance Officer to join us on a permanent basis. 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 and highly thought of Risk & Compliance Manager, who is keen to mentor and support the candidate with their future career here at Shipowners' whilst building on their current compliance experience.

We also have a hybrid working model (minimum 2 days in the office / 3 days remote).

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

We recognise the business benefits of having a diverse and inclusive community. We all have something unique to bring to the table and by embracing those differences we seek to build and maintain an environment which attracts and values diversity and where everyone can develop their talents and be themselves. For us, diversity and inclusion goes above and beyond focusing on protected characteristics – we want all our colleagues to bring 100% of themselves to work. With a happy and engaged workforce we all strive to work together to be the best that we can be for the mutual benefit of ourselves and our Members.

Overall responsibility of the Role:

To assist the Risk & Compliance Manager in supporting the business and ensuring that the firm's regulatory compliance policies and procedures are consistently implemented across the firm.

Role Responsibilities:

- Working with the Risk & Compliance Manager in maintaining regulatory compliance within the Club including ensuring that the appropriate regulatory registrations and approvals are in place, and all regulatory reporting is completed on schedule.
- Responsibility for consulting with third party correspondents and internal colleagues to complete licence renewals and to set up new licences when needed.
- Supporting the financial crime screening programme, including investigating potential matches, advising colleagues on appropriate resolution, and delivering training.
- Advising colleagues on regulatory and licensing matters.
- Conducting regular compliance monitoring desk-based reviews as set out in the compliance monitoring plan.
- Maintaining conflicts of interest, gifts and hospitality, complaints, fraud, and breach registers; conducting analysis and producing reports and updates on these registers.

- Conducting ongoing horizon scanning including reviewing regulatory developments and updating the business on the implications of any changes.
- Assisting the Risk & Compliance Manager on internal and external audits and implementing changes in line with internal audit findings.
- Deputising for the Risk & Compliance Manager at international group meetings and liaising with International Group counterparties.
- Representing the Compliance function on internal committees and projects.
- Enhancing communication with, and oversight of, group offices, and collaborating with local colleagues to ensure all regulatory requirements are addressed.

Experience Required:

- Minimum of 3 years of experience in a compliance role
- Formal compliance qualification preferred
- Experience operating within a regulated international insurance business
- Effective influencer and critical thinking skills
- Able to evaluate the risk implications of regulations
- Capable of developing and maintaining relationships with colleagues across all branch offices
- Understanding of regulatory requirements in the UK, and knowledge of other regulatory regimes preferable
- Excellent communication skills, both written and verbal

Candidates 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 Recruitment Agencies please.