

**Premia UK Services Company Limited – Role profile**  
**Compliance Analyst**

Overview	<p>Premia is looking for a Compliance Analyst to work alongside the Head of Compliance to support the smooth running of this critical business support function. The role will touch on all aspects relating to the compliance responsibilities of a UK regulated entity. The compliance function delivers a business support function across the Premia UK regulated businesses. Although this role will primarily focus on the Lloyd’s managing agency business, the successful candidate will be expected to offer compliance support to all of the Premia UK regulated entities. Qualifications are supported and this role is open to flexible working arrangements.</p>
Key responsibilities (for inclusion in job description)	<ul style="list-style-type: none"> <li>• Maintenance of Business Timetable and regulatory deadline monitoring.</li> <li>• Circulation and logging of relevant publications and action monitoring arising from this</li> <li>• EGRand conflicts of interest monitoring.</li> <li>• Complaints support including using CareSMART complaints system.</li> <li>• Financial Crime support including using sanctions screening system.</li> <li>• Perform BAU compliance monitoring reviews on a quarterly basis according to risk based Compliance Monitoring Plan.</li> <li>• Preparation of compliance returns and reports.</li> <li>• Updating Compliance Policies and Procedures.</li> <li>• Preparation of regulatory applications to the PRA /FCA using FCA Connect and Regdata.</li> <li>• Preparation and delivery of compliance training sessions.</li> <li>• Broker approvals and issue of TOBAS as required.</li> </ul> <p>Support to the Head of Compliance on compliance and wider Premia UK projects.</p>
Skills & experience profile	<ul style="list-style-type: none"> <li>• Experience within the Lloyd's market preferred.</li> <li>• Knowledge of Lloyd's regulatory requirements preferred.</li> <li>• Strong attention to detail.</li> <li>• Able to build and maintain relationships with a range of stakeholders.</li> <li>• Flexible approach to working in a demanding and dynamic environment.</li> <li>• Good communication skills, both verbally and in writing.</li> <li>• Ability to manage time, meet deadlines and prioritise.</li> <li>• Good team working ethic with excellent customer service approach.</li> </ul>
Company’s values	<ul style="list-style-type: none"> <li>• <b>Bold</b> “We are ambitious and passionate about our future”</li> <li>• <b>Expert</b> “We use our specialisms and expertise to get things done”</li> <li>• <b>Innovative</b> “We embrace change and continually seek to improve the way we do business”</li> <li>• <b>Accountable</b> “We are outcome focused and deliver on promises”</li> <li>• <b>Honourable</b> “We act with integrity and aim to do the right thing”</li> <li>• <b>Inclusive</b> “We encourage participation and value all contributions”</li> </ul>