

CRISPIN SPEERS AND PARTNERS LIMITED

JOB DESCRIPTION

Job Title:	Internal Auditor & Training Associate
Reports to:	Compliance Officer
Business Unit:	Compliance Department

Job Purpose:	<p>To provide a professional internal audit function within the Compliance Department. This includes the performance of regulatory and operational reviews to evaluate whether Business Units (within CSP and associated/sponsored companies/AR's) are complying with policies, procedures, regulation, and legislation and to provide recommendations to strengthen the controls and processes where appropriate.</p> <p>To manage the internal Compliance Training Plan and provide training to the relevant business units as well as sponsored and associated companies as and when required and in line with regulatory requirements. To manage the annual CPD requirements reporting back to the Compliance Officer with regular updates and recommendations.</p>
Background:	<p>CSP is a specialist niche Lloyd's Insurance and Reinsurance broker providing tailor-made solutions for both UK and International clients. It provides innovative and reliable Insurance and Reinsurance cover for valued clients with a focus on Accident, Health, Life & Specialty, Employee Benefit, Travel, Reinsurance and Aviation business.</p> <p>In parallel with its own business, CSP also sponsors other brokers, in many cases as Appointed Representatives who wish to enter the Lloyd's market and it acts as a service provider to these and other brokers by providing support services such as Finance, Compliance, Information Technology and Human Resources.</p> <p>As an FCA regulated body CSP has incorporated all FCA principles as part of its day-to-day business and this extends to group and sponsorship companies where the same compliance principles apply.</p> <p>The company works closely with Griffin Insurance Association who provide Professional Indemnity cover and are active in providing guidance and legal assistance in all compliance issues as well as undertaking regular compliance audits.</p>
Key Responsibilities:	<ul style="list-style-type: none"> • Conduct on-site audits and reviews on all Appointed Representatives and CSP Business Units in line with the agreed audit scope at least annually with specific focus on key business processes and systems using agreed methodology, as assigned and against internal deadlines. • Interview staff, gathering evidence, analysing processes and procedures as required to perform a full and proper audit.

	<ul style="list-style-type: none"> • Assess the effectiveness of internal controls and business processes identify opportunities to strengthen internal controls and improve business processes. • Present summary report including findings and recommendations to management in the form of reports. • Maintain effective relationships with internal stakeholders to enhance the audit process. • Provide any required support and advice to the various Companies to ensure process and procedures have considered the use of best practice in determining application of strong internal controls. • Complete audit issue tracking and follow up ensuring that actions are closed adequately and collecting supporting evidence. • Monitor and audit the process of agreed actions arising from audit reports. • Promote and support the development of risk awareness and management via the internal audit process. • To manage the internal compliance training plan to ensure that all relevant staff receive appropriate training in respect of compliance matters. • To create and provide training to relevant business units on relevant regulatory requirements to ensure adherence to internal policies & procedures and FCA regulations. • Where gaps are identified during internal audit process, to provide appropriate training to relevant team members and managers. • Oversee and monitor CPD for all business units, relevant sponsored and associated companies. • Monitor compliance with regulatory and contractual requirements, codes of practice with company procedures.
Skills and competencies:	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Good organisational skills (record keeping, filing, time management, planning) • Ability to establish and maintain constructive working relationships. • High attention to detail • Ability to provide constructive criticism and back it up with objective analysis and recommendations. • Good analytical skills with the ability to interpret, analyse and present complex data. • An understanding of the insurance sector, in particular the Lloyd's market • Knowledge of internal audit procedures, including planning, testing, sampling methods • Ability to work effectively and collaboratively with others
Qualifications:	<ul style="list-style-type: none"> • Educated to degree level preferred. • Qualification in Internal Audit and/or CII preferred
Desirable knowledge and experience:	<ul style="list-style-type: none"> • Solid experience in general (re)insurance within a similar Internal Audit role • Lloyds & London Market experience • Experience of an FCA regulated environment.

	<ul style="list-style-type: none"> • Experience of report writing • Working knowledge of Microsoft Office products, particularly Excel and Word
Other:	<ul style="list-style-type: none"> • Any other duties requested by Senior Management to fulfil the job purpose. • This position is primarily office based, with a degree of home working considered (maximum of 2 days per week), depending upon the needs of the business and involves other site visits in the UK.