



Launched in October 2019, GreenKite is the brainchild of diverse experts sharing a deep passion for Insurance, and long-held ambitions to support firms of all sizes to grow and deliver lasting Value. We set out to build an independent consultancy with Transparency, Collaboration and Customer-centricity at its heart. We're building the firm we've always wanted to work for!

## Recognise yourself from this description?

Technically accomplished. Passionate. Collaborative. Authentic. Values-driven.

## That's us, too!

You may be looking for that next step-up in your career, or a Returner wanting to get back into the work you love and are brilliant at – there are some things we know we need to make us the best fit for each other (and you'll have your own list), so check out the details and/or contact us for an informal chat.

The Compliance Officer will support the Compliance Manager for all day-to-day Compliance activities for both GreenKite and a number of our insurance clients which includes brokers, MGA and Insurtechs.

This is an excellent opportunity for someone with a grounding in compliance within financial services to undertake a varied role within an insurance focussed boutique consultancy. You will be willing to learn and undertake insurance and/or compliance qualifications.

**If you're looking for the opportunity to put your skills and experience to work at the very heart of our forward-looking, ambitious business, get in touch. We'd love to hear from you.**

### ***Compliance responsibilities will be for the GreenKite Consultancy Business and for the GreenKite client base.***

- Assist the Compliance Manager in undertaking regular compliance audits/ HealthCheck's for clients
- Updating company policies and procedures in line with external regulations
- Provide training or guidance where required
- Ensuring relevant compliance information is collated and processed within agreed deadlines
- Horizon scanning - keep abreast of regulatory developments across the insurance industry as well as evolving best practices in compliance control
- Assist with the preparation of reports for senior management and external regulatory bodies as appropriate
- Assist in the submission of FCA applications & reporting
- Support the Compliance Manager as required.

### **Key Skills**

- Experience of working in a compliance role for a UK based Insurance firm desirable, but not essential
- Up to date knowledge of regulatory requirements
- Have a working knowledge of SMCR
- Knowledge of reporting standards and record keeping
- Ability to handle a varied workload
- Microsoft office - full suite
- High standard of written English
- Numerate
- Creative
- Attention to detail

### **Personal Qualities**

- Be professional, flexible and adaptable to meet our customers' needs, with a desire to learn
- Be quality conscious by anticipating, responding to and seeking to exceed the expectations of clients
- To work in an organised and methodical way, whilst consistently keeping accurate records of your work



### **The Details**

**Reporting to:** Compliance Manager

**Full Time Position**

**Salary:** Up to £45,000 (based on experience)

#### **Benefits:**

- Private medical Insurance for yourself, with the option to add partner and / or dependant children onto the scheme at your own cost
- Group Income Protection Scheme
- Group Life Assurance scheme
- Pension (4% employer contribution)
- 25 days holiday (plus bank holidays)
- Use of a Company laptop
- Access to WeCare – a free, confidential service offering private GP consultations, counselling and wellness support to our employees and their immediate families.
- Access to Work Life Central online portal...which is inclusive of everyone, not just parents! An online platform offering positive and practical support and resources covering careers, families, inclusion, wellbeing and workplace.

**Hours:** 37.5 hours per week (full time)

**Location:** Hybrid, working flexibly between home and London office

Sounds like the right job for you?

Drop us an up-to-date copy of your CV to [recruitment@greenkiteassociates.com](mailto:recruitment@greenkiteassociates.com)

When do we need to hear from you by?

**Your CV needs to have landed with us by November 11th**