



## **American International Company Limited**

*Invites applications for the position of:*

### **Senior Compliance Analyst**

The Senior Compliance Analyst is responsible for providing compliance and compliance risk services to support the Country Compliance Officer and includes working on general risk and compliance activities within the group. The successful candidate is required to have working knowledge of insurance operations, The Bermuda Monetary Authority Insurance Code of Conduct and the local (and global to a lesser extent) legislative and regulatory environment. The position works closely with business leadership and requires an engaging personality.

#### **Duties and Responsibilities**

- Assists in the execution of the local compliance plan and compliance risk assessment
- Performs compliance audits, informing management of the results, and assisting in implementing any changes
- Researches changes to legislative and regulatory requirements by reviewing alerts, bulletins and other sources of information and provides quarterly reports
- Proposes revisions to compliance systems, policies and procedures
- Prepares reports by collecting, analyzing, and summarizing information
- Assist with the review of company policies for improper conduct and compliance
- Reviews and edits agreements, to insure compliance with applicable internal and external requirements
- Assist with Compliance Filings
- Assist in preparing documentation to support reviews conducted and to substantiate and demonstrate adequate processes/controls to meet regulatory requirements
- Assist with Compliance projects and responsibilities as assigned
- Assist in maintaining the firm's Compliance Manuals
- Assist in all Compliance training at the local entity level
- Provides administrative support
- Other duties as required

#### **Qualifications and Experience**

- 3 - 5 years' experience in a Compliance, Legal or Regulatory position
- Bachelor's Degree preferred
- Excellent oral communication skills, including ability to communicate with all levels of management
- Dedicated, self-motivated with an ability to work independently and in a team environment
- Excellent written communication skills, including ability to prepare formal disclosure statements and complicated excel spreadsheets
- Possess the ability to adapt to changes in process and expand responsibilities as and when necessary
- Extensive research skills and ability to produce research reports to a high standard
- Highly analytical and well organized

*A detailed résumé should be sent in confidence to:*

**Human Resources Generalist  
American International Company Limited  
P.O. Box HM 152, Hamilton HMAX  
or email [hrbermuda@aig.com](mailto:hrbermuda@aig.com)  
or email [Elanee.gashaw@aig.com](mailto:Elanee.gashaw@aig.com) with subject line:  
Bermuda: Senior Compliance Analyst 117829**

**Applications must be received by March 9, 2015**

**American International Company Limited is an Equal Opportunity Employer**