

# Compliance & Reporting Supervisor

## (Retirement Benefits)

On behalf of our Client we are recruiting for a Compliance & Reporting Supervisor to be based in Bermuda.

They are a multi-jurisdiction insurance company and offer clients innovative health, life, disability and pension products. This **newly created role** will be responsible for understanding all regulations that the Retirement Benefits area falls under, and will ensure that all processes are in compliance and that all reporting is completed as required by the regulations - This includes both Bermuda and the Cayman Islands, along with any other jurisdictions entered into.

### Island Employment Partners Ltd.

For more information, or to confidentially apply, please contact:

**Steph Thomason**

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Closing date:  
Friday, 31st March 2017

SE Pearman Building  
9 Par La Ville Road, HM11  
Bermuda [www.iep.bm](http://www.iep.bm)

### Annual Responsibilities:

- Annual and ongoing review of policy documents and summary plan descriptions for compliance with regulations for both Bermuda and Cayman
- Regulatory filings with pension regulators in Bermuda and the Cayman Islands
- Annual FATCA and CRS filings

### Quarterly Responsibilities

- Quarterly and ongoing review / update of policies and procedures (higher level)
- Managing quarterly employee and employer statement runs including liaising with investment managers for investment reporting

### Ongoing Responsibilities:

- Review and maintain detailed knowledge of pension legislation and ensure compliance (Bermuda and Cayman)
- Oversight and supervision of a small team
- Maintaining knowledge of AML, FATCA, CRS, PIPA and ensuring controls and processes are in place to comply with these requirements
- Development (in collaboration with the AVP and VP) of annual administrator training
- Review all filings with the regulatory authorities
- Management of successor plan transfer process
- Review of all collateral and ongoing updates in relation to changes in process and regulations
- Assistance with internal audit and external audit
- Review of key risks and ensuring proper controls are in place
- Monitoring errors and working with AVP and VP of Retirement Benefits to implement controls and minimize errors
- Working with AVP and VP of Retirement Benefits for drafting communications
- Review and sign off on certain level transactions

### Qualifications and Experience required:

- University Degree with major in business preferred
- 3-5 years of experience working within policy review, audit and review of legislation with Supervisory experience
- Thorough knowledge of AML, FATCA, CRS, & PIPA
- Ability to effectively utilize MS Excel (use of vlookups and pivot tables is essential)
- Ability to thoroughly review data, processes and situations to identify issues and formulate alternative solutions