



## **Group Compliance Associate**

Enstar Limited, a wholly-owned subsidiary of Enstar Group Limited, a Nasdaq listed company that acquires and manages insurance and reinsurance companies, is seeking a Group Compliance Associate. The purpose of this role is to provide support to the Group Head of Compliance in the oversight and enhancement of the group compliance framework for Enstar.

### **Key Responsibilities:**

- Undertake compliance monitoring activities as set out in the compliance monitoring programme for group and US entities;
- Manage the document library, ensuring policies and other documentation are provided to owners for review; respond to queries from staff on systems and consult with both the internal IT department and the system provider's IT department to resolve any issues;
- Manage the issuance of policies and compliance-related training across the group, including following up on overdue and outstanding items and issuing training to new joiners;
- Undertake the role of Secretary for the Group Compliance Committee, ensuring all meeting papers are issued in advance and to minute meetings on a timely basis; including documenting meeting attendance, drafting and sending agendas, taking formal minutes of each meeting, and managing the list of actions open with the Committee;
- Assist with the preparation of compliance reports to Boards and other stakeholders as may be required, including the Group Compliance Report for the EGL Board and the Compliance Report for Bermudian Subsidiaries each quarter;
- Conduct the annual Financial Crime and Fraud Risk Assessment, including coordination with other stakeholders across the Group;
- Undertake sanctions screenings for Bermuda claims payments. Ensure that any hits are communicated and escalated appropriately;
- Coordinate various Bermuda regulatory filings including the Insurance Managers BMA Annual Return and the Economic Substance Act filings;
- Manage the Compliance function page on the group intranet and propose updates periodically as appropriate;
- Manage the Compliance function SharePoint site, recommending and making updates as appropriate;
- Review and update Compliance policies as part of the annual review process; and
- Assist the Group Head of Compliance with other compliance-related activities as may be required.

### **Minimum Qualifications, Skills, and Experience:**

- Bachelor's degree in a relevant field, subject is flexible although preference may be given to legal or finance-related qualification;
- Insurance-related post-graduate qualification and experience is preferred;
- Must have strong communication skills, both written and verbal, and high attention to detail;
- Must have a willingness and ability to learn;
- Must have strong IT skills in particular proficiency in the use of PowerPoint, Excel and Word;
- Prior hands-on experience with SharePoint is desired;
- Strong organizational and time management skills for effective prioritization of tasks;
- Ability to work in a fast-paced, challenging business environment with multiple and competing priorities;
- Ability to interact with senior management, cross-functional personnel throughout the group, external parties, while demonstrating a high degree of professionalism; and
- Must show initiative, demonstrate ability to work both independently and as part of team.

Please apply in writing enclosing a detailed resume no later than **July 22, 2021** to:

Human Resources  
Enstar Limited  
P. O. Box HM 2267  
Hamilton HM JX  
441 292-3645

or

**[careers.bm@enstargroup.com](mailto:careers.bm@enstargroup.com)**