Sun Life International

Senior Compliance Analyst - Regulatory Compliance

Sun Life International is one of the world's leading and most diverse financial services organizations, with an excellent reputation for customer focus and innovation in all of its markets. The Bermuda International operation was established in 1995 to offer life insurance annuity products to global high net worth individuals outside of North America.

Reporting directly to the Director, Compliance as an individual contributor role within Sun Life International, the position is responsible for supporting the compliance risk management programs addressing regulatory requirements under local Bermuda law, Canadian Supervision, and enterprise obligations relevant to the International Life and Wealth Business. The position provides direct support to the many Regulatory Compliance Management Programs such as Privacy, Market Conduct, Cybersecurity, Financial Crimes, etc. This includes support for regulatory examinations matters, internal audits, required internal and external reporting, and other regulatory matters as appropriate. The position requires occasional travel.

Key Position Responsibilities:

- Review and document privacy incidents/events and impact assessments of new and expanded vendor agreements.
- Revise, enhance, and develop training materials in support of the RCM Program and participate in presenting training (virtually and in-person, if available).
- Maintain logs and records that evidence issues managed by Compliance relied upon for reporting (internal and external).
- Support horizon scanning for legislative changes and contribute to communication to management.
- Review marketing materials and publications.
- Conduct tests on existing procedures to ensure their effectiveness in meeting the needs of the business and regulatory requirements as part of the risk-based Compliance testing program.
- Collect documentation related to Market Conduct exams, Internal Audits or other regulatory matters.
- Maintain familiarity with company risk management policies and procedures.
- Participate in compliance projects as needed.
- Support the Business Unit Compliance Officer (BUCO) and team in providing a comprehensive monitoring program related to regulatory risks and controls.
- Encourage, promote, and enhance a culture that supports the Code of Conduct, encourages ethical behaviour and a commitment to compliance with applicable laws and regulations.
- Adhere to Sun Life policies and procedures to maintain effective compliance with legal and regulatory standards.

Experience & Qualification Requirements:

- Bachelor's Degree or equivalent work experience.
- 4+ years work experience in compliance, risk, and/or a regulatory agency.
- A Compliance designation is an asset e.g. IAPP, CAMS, ICA or equivalent.
- Working knowledge of the life insurance and investment businesses, including products and internal administrative processes is a plus.
- Strong analytical skills including the ability to conduct transaction monitoring and watch list screening.
- Strong research skills with the ability to provide comprehensive information on findings and articulate well-written case recommendations.
- Flexibility to assume additional projects and responsibilities as needs arise.
- Demonstrated ability working in a deadline-oriented environment with multiple and/or competing priorities.
- Demonstrated ability to work both independently and within a team-oriented setting.
- Strong computer and database skills, including proficiency with Microsoft Office.
- Strong communication skills (written and oral) with strong presentation skills.

If you have the skills and experience to fulfill this role, please forward a detailed resume in confidence no later than **February 18, 2022** to: **Performance Solutions Limited**, Suite 350, 11 Bermudiana Road, Pembroke, HM08 Bermuda. Email: **hr@psolutions.bm**. Phone: 441-232-5270.