



Operations Associate

Lombard International Bermuda Companies specialise in the issuance and administration of life insurance policies, annuity products, and funding agreements which are designed to meet the multi-jurisdictional wealth planning needs of the sophisticated high net worth individual and institutional clientele. We have three Companies that operate as Class C Long-Term Insurers under the Insurance Act 1978 and as segregated accounts companies under the Segregated Accounts Companies Act 2000.

Growth in existing and new markets means that we are recruiting talented people to join our growing on island team. Lombard International Bermuda is a people first organization, both internally and externally. We pride ourselves on recruiting the best possible talent to further deepen and strengthen our in-house knowledge and expertise. We are open to speaking with both full and part time candidates. An opportunity exists for an Operations Associate to join the Bermuda team. The successful candidate will be responsible for providing administrative and day to day support for all functions related to the operation of Lombard's Bermuda based carriers.

Key Responsibilities

- Work collaboratively with the team and various departments within the organization to complete all aspects of policy issuance and ongoing policy administration.
- Create wire templates and wires on HSBCnet and ensure outgoing wire reports are reviewed and sent to the Treasury team prior to bank cut-off times.
- Perform AML/KYC functions required for onboarding new policies and periodic review of existing policies, including identifying and requesting required documents from client, reviewing documents received, compliance screenings, completion of a Client Risk Assessment, and compiling an AML package for review by Compliance.
- Maintain various spreadsheets tracking policy activity and ensuring a seamless ongoing monitoring program.
- Maintain Lombard Bermuda corporate documents and provide to partners as requested.
- Respond to client requests for investment transfers, withdrawals, and other policy activity.
- Ensure complete and accurate processing of all required forms and documents prior to sharing with clients/partners.
- Keep accurate, organised electronic and hardcopy records.
- Create and maintain policies and procedures/workflows as required.
- Provide outstanding client service in meeting the ongoing needs of policy owners.
- Prepare documentation to open investment/bank accounts and other required accounts.
- Ensure the timely distribution of policy statements, notices and other policy owner communications.
- Support FATCA and CRS reporting and follow established internal controls and business processes.

Required Skills and Experience

- University degree required; concentration in Business Administration or Finance preferred along with 3+ years' experience in a similar role in an insurance, financial services, or investment environment.
- Ability to multi-task and prioritize assignments in order to meet deliverables
- Comfortable with working independently in a fast-paced and changing environment.
- Knowledge of life insurance and annuity products.
- Understanding of Bermuda AML/ATF framework, including familiarity with the BMA Guidance Notes for AML/ATF Regulated Financial Institutions
- Demonstrated proficiency in business-related verbal, written and interpersonal skills.
- Experience working with ultra-high net worth clients and their advisors.
- Creative problem solver with a solutions oriented mindset.
- A track record of consistently meeting and/or exceeding expectations.
- Compliance certification such as ACAMS or ICA preferred.
- Insurance related certification would be highly preferred.

If you are interested in this opportunity and meet the above requirements, please submit a cover letter and resume by **February 15th 2023**. Thorough background checks will be completed. **Applications may be submitted via Bamboo** at: <https://performancesolutions.bamboohr.com/careers/30?source=aWQ9MjM%3D>
Email: hr@psolutions.bm Phone: 441-232-5270