

JOB TITLE:	Internal Control Senior Analyst (MAT Cover)
DEPARTMENT:	Finance (Finance Operations)
JOB HOLDER:	
REPORTS TO:	Internal Control Manager

Business Area - Internal Control	
<p>The Internal Control Framework has the primary objective of eliminating the risk of material misstatement in the financial statements. Inter alia this is achieved by:</p> <ul style="list-style-type: none"> • strengthening internal controls over financial reporting ['ICOFR'] and other financial / fiscal responsibilities; • ensuring financial data is accurately captured and reported on an end-to-end basis; • ensuring annual SOX compliance • documenting, monitoring, assessing and reporting financial reporting risks and controls in a consistent manner and creating a controls repository; • determining clear ownership and accountabilities across all areas • investigating breaches, exceptions, gaps and deficiencies and ensuring appropriate and timely remedial action; • monitoring and, where appropriate, participating in Change • assisting the Group's growth strategy. 	

Purpose of the Job and Principal Accountabilities	
<p>1. Control Environment</p> <ul style="list-style-type: none"> ➤ Assist team in maintaining and developing a dynamic internal control environment, in line with COSO principles, supporting second-line assurance and pro-active liaison across all business areas. 	
<p>2. Internal Control Framework</p> <ul style="list-style-type: none"> ➤ Assist development of the Internal Control Framework, helping to ensure on-going relevance and enhancements to controls and control processes as necessary. ➤ Develop sound knowledge and understanding of end-to-end business processes. ➤ Support the capture of key structural and operational changes, assisting in the update of relevant documentation. 	
<p>3. GRC Platform</p> <ul style="list-style-type: none"> ➤ Assisting in the day-to-day operation of the Internal Control platform, 'Connected Risk', working with the team to drive on-going improvements to controls and system functionality, taking account of user needs. ➤ Provide training to Connected Risk users ➤ Assist in periodic quality reviews to increase effectiveness and performance. ➤ Facilitate IT support and change, contributing to vendor-driven updates and initiatives. 	
<p>4. Governance and oversight</p> <ul style="list-style-type: none"> ➤ Assist the timely provision of analytics and reports to Boards, Oversight Committees and Senior Management, investigating queries and issues as required. 	
<p>5. Performance monitoring and reporting</p> <ul style="list-style-type: none"> ➤ Help provide control oversight across key financial processes, supporting root-cause analysis, ad hoc investigations and deep dives as appropriate. ➤ Assist regular reporting to committees and business area line management ➤ Prepare details of issues and breaches for escalation to the Breach Committee where required. 	

- 10. Advisory and investigatory**
 - Contribute to issue and incident management, as directed by management.
 - Assist control-related query resolution and problem solving, providing guidance on control remediation /development to business areas commensurate with current knowledge and experience.
- 11. Change Management**
 - Actively assist monitoring of change activities across the Group, identifying and assessing those potentially impacting SOX / Internal Control requirements and helping to ensure that these are satisfactorily addressed, designed and documented as necessary.
 - Where requested, participate in change projects / initiatives as appropriate, helping to ensure satisfactory outcomes.
 - Where relevant, support business Control Champion to implement change in line with Internal Control Framework requirements.
- 12. Infosys**
 - On a day-to-day basis, support the offshore team in operating outsourced administrative processes.
 - Assist in the review of outputs from the offshore team, answering enquiries and helping interaction with the business.
 - Support colleagues to further develop outsourced activities as relevant.
- 13. Sox testing**
 - Assist annual SOX planning and compliance
 - Sox control oversight and control process improvements
 - Update and maintenance of key Sox documentation for material business processes
 - Complete Sox control testing and deficiency management

Regulatory Conduct Rules

1. Act with integrity.
2. Act with due skill, care and diligence.
3. Pay due regard to the interests of customers and treat them fairly.
4. Observe proper standards of market conduct.

Education, Qualifications, Knowledge, Skills and Experience:

- Graduate with Lloyd’s Market and general insurance experience preferred
- SOX compliance, Audit and Risk Management knowledge and understanding commensurate with the role is desirable.
- Willingness to learn with a pro-active, flexible approach
- Able to develop sound understanding of control principles and management, with particular focus on financial reporting, operational and business process risks.
- Analytical approach with ability to work systematically, to tight deadlines and with multiple competing priorities.
- Pragmatic problem-solver with commercial awareness and a flexible, collaborative approach.
- Self-motivated, organised and able to assimilate, manage and communicate salient details relating to large volumes of information, including technical issues and data.
- Strong written and oral communication skills. Report-writing experience with a high standard of English is a pre-requisite.
- IT-literate with good numerical skills.
- Extensive knowledge of Microsoft Office applications (particularly Visio, Excel, PowerPoint Word and SharePoint

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed by the Employee:

.....

Employee Name:

Date:

.....