

Job Role	Senior Sanctions and KYC Analyst
Employment Hours	Full time (35 hours per week) – Hybrid, 3 days in the office including Wednesday
Work Location	London
Business Function	Operations
Team	Compliance
About Optio	Optio brings together the expertise and specialisms of Optio Underwriting Limited, Northcourt Limited, Brockwell Capital Limited, Ascent Underwriting LLP, Optio Risk Services Limited, Optio Re Mena Limited and Optio Europe Limited. Together, our companies provide comprehensive insurance products, underwriting services and broking.
Role Definition	<p>The Senior Sanctions and KYC Analyst will support the Group Compliance Officer on a range of day to day compliance duties, to ensure Optio continues to meet its regulatory obligations across the globe.</p> <p>The Senior Sanctions and KYC Analyst will be responsible for reviewing financial and trade sanctions across the Optio Group and ensuring adequate KYC is performed on counterparties.</p>
Responsibility & Accountability	<p>To assist the Group Compliance Officer with the following:</p> <ul style="list-style-type: none"> • Day to day management and operation of the sanctions strategy and framework. • Provide focused specialist sanctions advice to the business taking into account business/customer needs, external best practice and regulatory requirements. • Ability to review legal opinions on sanctions, where required. • Carry out research and provide policy advice on sanctions related issues including legal and regulatory developments and guidance. • Carrying out a KYC risk assessment on new and existing counterparties. Including reviewing, and where applicable, challenging the KYC information provided, where necessary. • Contribute to continuous improvement of sanctions and KYC processes. • As determined by the Group Compliance Officer attendance at sanctions/KYC related seminars, conferences, and market forums. • Where required, assisting the Group Compliance Officer with the review and distribution of TOBAs across the business. • Assisting in the completion of other ad hoc tasks as may be required. • Contribute a sanctions and KYC summary to the relevant Board reports produced by the Group Compliance Officer.
Skill and Ability	<ul style="list-style-type: none"> • Minimum of three to four years' experience in a sanctions role within the Insurance market, preferably with a knowledge of the Marine market. • Detailed knowledge of sanctions regimes and international licensing, within specific attention to UK, EU or US requirements. • Ability to complete a KYC process on a counterparty and reach a conclusion. • Understanding of the application of Terms of Business Agreements (TOBAs) and the ability to review and agree these in line with regulatory requirements.

	<ul style="list-style-type: none"> • Strong written and spoken communication skills to enable communication at all levels. • Strong analytical, research and reporting skills. • Ability to handle a varied workload and competing priorities. • Knowledge of the regulatory landscape for London Market insurers and brokers – including FCA and Lloyd’s. • Proficiency in Microsoft Office tools. • Analytical with a strong attention to detail. • Has personal drive and resilience in established and new/changing situations. • A team player with strong interest in the performance of the business as a whole. • Professionalism and strong personal integrity.
Education and qualifications	<ul style="list-style-type: none"> • CII preferable – completed or working towards completion.

Employee Signature : _____

Date : _____

Manager Signature : _____

Date : _____