

## ROLE PROFILE

<b>Role Title:</b>	Legal and Regulatory Compliance Officer
<b>Functional Area:</b>	Legal
<b>Reports to:</b>	Head of Legal
<b>Employment Type:</b>	60% (But we can do up to 80% depending on the candidate skills and experience). Permanent
<b>Date:</b>	April 2022
<b>Location:</b>	Belgium

## ABOUT US

*RSA has a long history in Europe as a Specialty insurer, and we are a partner with a strong reputation for protecting our customers and helping brokers build their business. Our approach combines rich heritage, financial strength, customer focus, resilience and an exceptional team of dedicated experts with deep technical know-how.*

*RSA Luxembourg S.A. is a subsidiary company of RSA, one of the world's leading international general insurers with over 300 years' experience in providing peace of mind to individuals and protecting small businesses and large corporations from uncertainty.*

*We have regulated insurance branches in Belgium, France, the Netherlands, Spain and Germany. With our team of 250 employees, we provide in-country services in technical underwriting, claims and risk management.*

*\*\*RSA is committed to creating a diverse environment and proud to be an equal opportunity employer.*

## MISSION

This is a demanding but very rewarding role, primarily based at RSA Luxembourg's Belgian Branch offices in [Antwerp], but with a need for frequent travel to our other office in [Brussels]. The role is to manage the Belgian legal and regulatory compliance issues and to help RSA achieve its goals to comply with relevant laws, policies and regulations in Belgium.

A key aspect of this role is liaising with different departments and stakeholders across the region, with Legal, Risk and Compliance Heads in our Luxembourg head office and with similar functions in our immediate parent group based in the UK.

This role would suit an individual with a solid Belgian legal background, strong relationship management and communication skills, and experience in a similar role. The ability to work across the region (Belgium) is required, with flexibility for travel to other RSA locations, including Luxembourg and London.

The role has a primary reporting line into the Head of Legal and Company Secretary.

## MAIN RESPONSIBILITIES

### Responsibilities:

- To identify and assess Belgian legal and compliance risks, that impact the Belgian branch and wider RSA Group.
- Pro-actively manage these legal and compliance risks and to own the analysis, evidence and remediation requirements for all legal, risk and compliance issues.
- Identify and action changes in the Belgian legal and compliance requirements, including monitoring and follow up of new and upcoming Belgian legislation through pro-active horizon scanning.
- Embed a compliance culture in the Belgian business and increase awareness of compliance related risks and to act as the focal point for the Belgian business on compliance matters. Support the organising of training for employees on compliance related matters, and have an advisory role in product development and organisational change
- Issue guidelines and procedures so the Belgian branch runs a compliant business, adhering to both regulatory and internal rules and monitors regulatory compliance through testing, observing and following up on issues;
- Lead or be heavily involved in legal, regulatory and compliance projects or projects that have a significant compliance impact across Belgium.
- Managing all required company, legal and regulatory filings for the Belgian branch and wider RSA Group.
- Monitoring of complaints and the complaints process compliant with Belgian regulatory requirements.
- Create and present Annual Compliance action Plan to the Belgian management and develop and manage an annual Regulatory Risk & Compliance Plan, with related quarterly reporting of Legal, Risk and Compliance Incidents; and
- Support local implementation of anti-corruption and AML training and assessments and ensure compliance with the Group and Belgian sanctions policy requirements.

Please note the role is primarily based in Brussels/Antwerp in Belgium. There will be an occasional requirement to travel to other offices, including Luxembourg and London.

## REQUIREMENTS & SKILLS

- Ideally a qualified lawyer, or at least legally trained, you have 5 to 10 years' experience as a lawyer or compliance officer, in Belgium.
- You have the ability to build effective relationships.
- You must have excellent language skills: in French, English, Dutch.
- Candidates should preferably have a background in Insurance or Financial Services regulation.

## HOW TO APPLY?

If you are interested in applying to this job position, please send us your CV to: [martagarcia.fernandez@eu.rsagroup.com](mailto:martagarcia.fernandez@eu.rsagroup.com)

*In compliance with the provisions of the General Data Protection Regulation ("GDPR") we inform you that the personal data collected in relation to the job offer of your interest will be incorporated into a file owned by RSA Luxembourg, S.A. in order to manage your application.*