



Association of British Insurers

**Job Title:** Policy Assistant, Conduct Regulation  
**Directorate:** Regulation  
**Salary:** Competitive plus benefits  
**Closing date:** 5pm, Monday 26<sup>th</sup> September 2016

We're looking for an enthusiastic and proactive Policy Assistant to join our Conduct Regulation team. In this integral role, you will provide essential support to the Conduct Regulation team's work to secure risk-based, proportionate regulation of insurers, consistent with the Financial Conduct Authority's (FCA) strategic objective.

This is a fantastic opportunity for you to develop your career in our conduct regulation team on a broad range of issues facing the insurance industry.

#### **About us:**

The Association of British Insurers is the leading trade association for insurers and providers of long term savings. Our 250 members include most household names and specialist providers who contribute £12bn in taxes and manage investments of £1.8trillion.

#### **Key tasks and responsibilities:**

- Support the Conduct Regulation team on selected General Insurance, Long Term Savings and European conduct regulation issues.
- Complete high quality research and analysis to help formulate persuasive policy positions, supported by robust evidence, that promote the interests of insurers in relation to conduct regulation issues.
- Prepare initial drafts of policy papers and summary documents to a high standard and within the agreed timelines, ensuring that information is presented in a concise and clear manner.
- Contribute to policy development work with members, including providing proactive and efficient secretariat to working groups/committees.
- Monitor and help to influence the development of European and FCA initiatives in coordination with colleagues across the ABI and member firms.

#### **About you:**

You must be able to demonstrate or quickly acquire the following skills and experience:

- A graduate degree with some early career experience.
- Keen interest in developing knowledge on European and UK insurance focused conduct regulation issues.
- Confident, self-starter with a proactive approach.
- High concern for quality and attention to detail.
- Ability to understand and summarise complex information.
- Excellent interpersonal skills coupled with strong communications skills.

To be successful in the role, it is essential that you take a collaborative approach to achieving results. In return, we offer a competitive salary and the opportunity to work in a fast-moving and friendly environment at the trade association for one of the UK's biggest, most successful industries.

For information about the ABI and the work we do please see [www.abi.org.uk](http://www.abi.org.uk)

**Please apply with your CV and covering letter outlining your salary expectations to [careers@abi.org.uk](mailto:careers@abi.org.uk)  
No agencies please.**