

ROLE PROFILE: Example

Position Title:	Chief Executive Officer
Role Holder:	
Reports to:	Chairman
FSA Approved person Category(ies)	CF1, 3 and 8

Overall role:

1. To meet short term financial and operational targets
2. To achieve longer term Group Strategic objectives for the business
3. To meet legal and regulatory requirements

Key Responsibilities and Accountabilities

1. To meet short term financial and operational targets (1 year)
 - a. Negotiate, approve and monitor resources, financial and operational
 - b. Plan business development and monitor progress
 - c. Attend marketing meetings with major customers
 - d. Review customer service standards and act for the firm in cases of dispute
 - e. Allocate responsibilities appropriately within the business
 - f. Manage the Executive team
2. To achieve longer term Group Strategic objectives for the business
 - a. Chair the Group Executive Committee (10 meetings annually)
 - b. Ensure that external change impacting plans is anticipated and factored into plans
 - c. Monitor trends in progress of key areas (finance, compliance, operational)
 - d. Ensure succession plans are in place for key staff
 - e. Communicate strategy effectively within the business and externally

3. To meet legal and regulatory requirements
 - a. Oversee the operation of system and controls within the business
 - b. Take action to address audit and compliance concerns
 - c. Ensure that changes in requirements are known, analysed and implemented promptly
 - d. Review key risks and anticipate potential risks arising from new strategies and external factors

Job Dimensions

Direct Reports

Direct Reports - Chief Operating Officer, Chief Finance Officer, member of the Executive Committee.

Internal Relationships

Project Managers responsible for key Group initiatives from time to time

External Relationships

BIBA	Market Underwriters
CII	Insurance Companies
Insurance Institute of London	Key customers

Authority to act for the Company

Signatory for Client Service Agreements
Purchase of goods and services up to £xxxxxxxxxx?

Limitations on Authority

2 signatories required in relation to corporate actions

Competence

Desirable Experience

- ◆ Previous experience at board level in Financial or Professional services organisation
- ◆ Well connected in the insurance world with a good reputation
- ◆ International experience

Knowledge

- ◆ Business Finance
- ◆ Legal and Regulatory
- ◆ Operations of international insurance and markets
- ◆ Risk management techniques

Skills

High standard of verbal and written communication at all levels including presentations
Leadership
Analytical
Strategic management
Planning and implementation
Interpersonal skills

Confirmed as an accurate description of the function

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CEO

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Date