

Insurance Executive – CF-3 and CF-4

Location: Leopardstown, Dublin 18

Who We Are

Ayvens Insurance (AYINS) is the trading name of Euro Insurances DAC. We are an international motor insurance company, active in over 29 countries ('the entities'), where we deliver competitive cover and easier fleet management for Ayvens clients and other large fleets. Euro Insurances DAC trading as Ayvens Insurance is regulated by the Central Bank of Ireland.

Job Purpose

The Insurance Executive will primarily support the Business Development team in the implementation a variety of new motor products that are launched through local Ayvens partners on an international level. The Insurance Executive will also co-ordinate the maintenance of departmental materials, including procedures, action plans & communication sites for Ayvens Countries.

The role constitutes a Central Bank of Ireland controlled function.

This is a permanent position.

Reporting Line

This role will report to the Head of Business Development.

Central Bank Controlled Functions Applicable to this Role

- CF-3 Giving of advice to a customer of the regulated financial service provider
 - CF-4 Arranging a financial service for a customer of the regulated financial service provider
-

Central Bank of Ireland Control Function Requirements

At all such times as, the Company is regulated by the Central Bank, this role is subject to the Central Bank of Ireland (CBI) Individual Accountability Framework (IAF), as well as Fitness and Probity Standards (**Standards**). The Standards provide that persons who are subject to the Standards must be competent and capable, act honestly, ethically and with integrity, and be financially sound.

As Controlled function role holder, it is a condition to comply with all relevant regulatory requirements, including any rules or requirements imposed by the Central Bank in relation to the conduct of persons in certain positions in regulated firms (**Conduct Rules**). The Conduct Rules include, without limitation, the following introduced under the Central Bank Reform Act 2010 (2010 Act):

- the Fitness and Probity Standards 2014 issued by the Central Bank under section 50 of the 2010 Act (**F&P Standards**);

- the Common Conduct Standards, under Section 53E of the 2010 Act (**Common Conduct Standards**); and
- the Additional Conduct Standards, under Section 53F of the 2010 Act (applicable to individuals performing a PCF, or CF1 role as designated by the Central Bank Reform Act 2010 (Section 20 and 22) Regulations 2011 as amended) (**Additional Conduct Standards**).

The Company is required, under Section 21 of the 2010 Act, to undertake an assessment of fitness and probity for the role under the F&P Standards at the time of hiring and at least annually thereafter, or in any other situations where the Company reasonably believes it necessary to do so.

Responsibilities will include but are not limited to:

- Support the Business Development Managers with the implementation of new insurance products through the development lifecycle using a project management approach.
- Analyse claims, premium and market data, to support Business Development Managers in the development of pricing justifications that are included in business cases for proposed new products.
- Gather market intelligence and competitor information in relation to new programmes and/or products in order to support potential business cases. Identify sources of market Intelligence in co-operation with Ayvens entities.
- Provide support and back up to or Ayvens Ireland customers
- Coordinate the maintenance of 'Country Management Sites'; used for the tracking of insurance initiatives, action plans for new or existing insurance programmes & the sharing of key information (periodic reports)
- Support and assist with internal projects and new initiatives aimed at enhancing processes within Ayvens Insurance
- Liaise with resources from the various departments & in Ayvens entities to achieve objectives.
- Update and maintain departmental procedures. Identify areas for improvement in current procedures and make recommendations to the Senior Business Development Manager
- Attend and complete Ayvens Insurances/Ayvens Group training as required.

Character Profile

Knowledge

- Up to 3 years' experience in an insurance role, preferably in motor insurance
- Experience of motor insurance products and fleet insurance is desirable
- Third level qualification in a related discipline (Business, Insurance etc.)
- Professional insurance qualification (or working towards), preferably CIP at a minimum

Skills

- Excellent communication skills including presentations and reports
- Ability to co-ordinate and manage multiple initiatives simultaneously
- Strong logic and analytical skills including data analysis and problem solving
- Project management skills and experience are desirable
- Self-propelling individual
- Ability to work well in a team environment
- Proficiency in Microsoft Office package, PowerPoint and Excel
- Ability to plan, organise and manage deadlines
- Demonstrated ability to build and maintain relationships both internally and externally

Ayvens Insurance is an equal opportunity employer.