

Policy and Risk Manager

The Bermuda Stock Exchange (BSX) is seeking a Policy and Risk Manager to join its team. The successful candidate will report to the Chief Compliance Officer. The primary role of the Policy and Risk Manager is to manage risk and develop, write and maintain policies and work procedures for the BSX across all departments and for customers who use the BSX's services.

The BSX, a wholly owned subsidiary of Miami International Holdings, Inc., is a fully-electronic, vertically integrated international securities market headquartered in Bermuda. BSX specialises in the listing and trading of capital market instruments such as equities, debt issues, funds, hedge funds, derivative warrants, and insurance linked securities.

Duties and Responsibilities

- Manage the risk management framework, identify and assess risks and maintain the risk register for BSX
- Manage the policy and procedure process for BSX to ensure compliance with Group requirements
- Develop, write and maintain documents to ensure an effective set of policies and work procedures is in place across all departments and for customers who use BSX services
- Liaise with Group, Management and BSX team to determine the appropriateness of risk assessment, policy and work procedure requirements
- Review documented risks, policies and procedures to identify gaps in documentation
- Conduct audits to review compliance, from a regulatory and a Group standpoint, analyse the effectiveness of risk management, policies and procedures, preparing reports and recommendations where appropriate
- Identify risks and draft policies and procedures for new and/or changing business processes
- Support the introduction of risk management, policies and procedures by preparing briefs or instructions for distribution
- Support management in embedding risk management, policies, standards and procedures across the organisation and with customers

Minimum Qualifications and Experience

- University or college degree or equivalent work experience
- 3+ years of similar work experience
- Knowledge of IT, business operations and ideally Human Resources
- Experience working in risk management functions and familiarity with regulatory environment relevant to the financial services industry
- Experience with business and technical writing
- Experience with documenting business policies and processes
- Experience with MS Office Suite, including Word and Excel, Powerpoint
- Experience communicating effectively, verbally, and in writing, at all organisational levels and with external users

Knowledge, Skills and Attributes

- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills
- Ability to take complex or multi-stepped procedures and prepare in a simple, clear, and easily digested format
- Ability to organise and manage updates/revisions to ensure accuracy and relevance
- Commercially aware with an ability to understand broader business issues
- Good interpersonal skills
- Ability to work as a team member, as well as independently