System and Data Analyst

Reports to: -   Head of Operations

Location: -   75 King William Street, London

Hybrid Working

Date: -   March 2024

This is a full-time position however we are Happy to talk Flexible Working.

Flood Re is a re-insurance Scheme that makes flood cover more widely available and affordable.

Flood Re is a joint initiative between the UK Government and Insurers. Every insurer that offers home insurance in the UK must pay into the Flood Re Scheme. This Levy raises £135m every year that we use to cover the flood risks in home insurance policies, purchase further reinsurance against catastrophic flooding and to run the Company.

Flood Re will run until 2039 and is tasked with ensuring that the market will then be offering policies with premiums based on actual flood risk. This is an exciting opportunity to join a respected, highly motivated team in a System and Data Analyst position.

Purpose

Flood Re has recently undergone a significant transformation programme. We are now embarking on continuous improvement activity with streamlining our bordereaux management system, processes, and reporting, in order to drive user experience enhancements in collaboration with our third party suppliers.

We are therefore looking for a System and Data Analyst to join Flood Re to lead the development, continuous improvement, and automation of the processes which enables our participants to cede policies to the scheme and submit claims for review and settlement. This is a varied role which will include Systems Analysis & requirements, Data Analysis and Business Process improvement activity.

Principal Responsibilities

- Creating and Managing the Continiuous Improvement across the Operations team
- Ensure that effective systems are in place to support the efficient and effective operation of these processes.
- Drive further process automation, working with IT and drawing on expert external support as required.
- Drive improvement of data quality to support the Operations Team and underpin the wider use of core data by other parts of the organisation.
- Supporting requirements gathering of continuous improvement initiatives within the bordereaux management system and data warehouse

- Lead any required remediation and/or continuous improvement of scheme processes, systems, and guidance.
- Data analysis of system usage, end user feedback, and deriving insights from existing reporting to compile improvements and enhancement propositions,
- Working closely with the third-party suppliers on the full lifecycle of a change
- Working closely with testing teams to ensure any system & data requirements are understood and tested.
- Supporting impact assessment of system changes on downstream reporting
- Supporting the customisation and build of bordereaux reports.
- Supporting the Operations team with participants' queries.

Risk Responsibilities

Act as First Line of Defence, to identify and manage risks, generate and review risk information, and to take appropriate actions to maintain the risk exposure within appetite. Risks should be reported to ExCo and the Risk Function.

Information Security Responsibilities

As a member of Flood Re, you are expected to foster a security-aware culture through your own actions and behaviour by exercising good judgment, being aware of Information Security risks, compliant with all policies (including but not limited to fair usage and information security), diligent in the completion of Information Security training, mindful of any suspicious activity and proactive in your response to it and immediate reporting of any concerns or issues to the Flood Re IT / infosec team.

Knowledge and Experience

- Strong command of data and reporting tooling such as Excel, PowerBI, SQL, etc
- Experience translating needs, meaning and intent between business and technical teams, and working with third party vendors on agreement on Flood Re's requirements and testing outcomes
- Experience of working with and managing Operations and IT Teams and third-party vendors
- Deep understanding of technical architecture of finance systems, data management, processes, and data flows between systems
- Ability to constructively challenge stakeholders whilst maintaining strong and collaborative relationships with all parties
- Ability to work in an environment of changing priorities, managing a portfolio of work effectively
- Ability to work to and meet tight and demanding deadlines
- Expertise of bordereaux management systems

Regulatory Responsibilities

As Flood Re is dual regulated by the Financial Conduct Authority and the Prudential Regulation Authority, you will be expected to abide by the required regulatory obligations placed on you, as required, depending on your role.

This role is a Conduct Rules role, and Flood Re has designated this role as one that requires involvement in certain aspects of Flood Re's regulated activities. This role is subject to the First Tier Conduct Rules detailed below.

First Tier Conduct Rules

	No	Rule
Tier 1 Individual Conduct Rules	1	You must act with integrity.
	2	You must act with due skill, care and diligence.
	3	You must be open and co-operative with the FCA, the PRA and other regulators.
	4	You must pay due regard to the interests of consumers and treat them fairly.
	5	You must observe proper standards of market conduct.

I have read, understood and agree to:

1. *fulfil the role and responsibilities as set out in this job description;*
2. *abide by the Regulatory Responsibilities detailed above; and*
3. *abide by the Compliance Framework and Procedures.*

Signed (job holder):	
Name:	
Date:	

Signed on behalf of Flood Re (line manager):	
Name:	
Date:	