



AmTrust International – Role Profile/Job Description

1	Job Title	Legal Counsel
2	Function & Business Unit	Legal Department, Shared Services
3	Location	London
4	Direct & Indirect Reporting Line	<u>Direct Line Manager</u> General Counsel – UK Insurance Companies <u>Indirect (dotted) Line Manager</u> None
5	Direct & Indirect Reports	<u>Direct Reports</u> None <u>Indirect (dotted) Reports</u> None
6	Committee Roles	<u>Chair</u> None <u>Member</u> None
7	Key Stakeholders	- Chief Underwriting Officer – AmTrust Specialty Limited - Group Director of Risk, Compliance and Business Support Services – Car Care Plan Group - Group Procurement Manager - Head of AMT Intermediaries - CEO's of MGA's
8	Applicable Conduct Rules	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 cooperative with the FCA, the PRA and other regulators. 4. You must pay due regard to the interests of customers and treat them fairly. 5. You must observe proper standards of market conduct. 6. You must act to deliver good outcomes for retail customers ¹
9.	Last Review Date	October 2025

¹ As applicable to remit.

Position Overview

Legal Counsel primarily responsible for drafting, reviewing and negotiating contract terms and conditions.

Essential Job Functions

- Drafting and reviewing of binding authority agreements, TOBA's, claims handling agreements, master policies, policy or service contract terms and conditions, and a variety of supplier agreements including IT related agreements.
- Providing day to day legal support for UK entities (AmTrust Specialty Limited ("ASL") (UK), Motors Insurance Company Limited ("MICL"), Car Care Plan Limited ("CCP"), AmTrust Management Services Limited ("AMSL") and the subsidiaries of AMT Intermediaries Limited (AMTI).
- Providing support in managing regulatory requests with the PRA, FCA and other regulators as required
- Providing advice and guidance to AmTrust International entities' on a range of matters, including legal, compliance, governance, regulation, operational and company secretarial
- Reviewing and summarising legal advice provided by overseas law firms and updating trackers, memorandums and terms and conditions where relevant with the distilled information
- Reviewing marketing literature in accordance with law and regulation
- Providing advice and wording for data protection matters, in collaboration with the data protection officer
- Working closely with other Group functions, including Underwriting, Compliance and Risk to deliver AmTrust's key strategic priorities
- Providing support to key regulatory and corporate (entity restructuring etc.) initiatives as and when they arise
- Communicating with external clients
- Co-ordinating support from other members of the European Legal team
- Collaboration on administrative tasks required for the operation of the department whether invoice processing, reinsurance licence renewals, trademark renewals, SLA reporting and internal trackers.
- Comply with AmTrust procedures, policies and regulations as relevant to remit.
- Ensure you complete all mandatory and job specific training requirements in line with the required time frames.
- Complete the required number of hours of Continuing Professional Development (CPD) as it pertains to your role and applicable qualifications and ensure this is logged in Workday.
- Fully participate in all applicable fitness and proprietary and Performance Review processes. Promptly advise your line manager/HR as to any matter that may be relevant and/or impact your ability to perform in your role.
- Other duties may be assigned in order to meet the on-going needs of the organisation

Qualifications, Experience, Competence

Qualifications

UK lawyer with strong legal experience in general insurance, financial services and corporate law

Experience

- Experience in drafting, reviewing and negotiating insurance related agreements
- Experience in implementing new regulation in large insurance groups
- Experience in working with management teams and functional heads
- Experience in managing external lawyers especially in relation to commercial matters
- Experience of dealing with regulators and industry bodies
- Experience in negotiating outsourcing and procurement agreements

Functional/Technical Competencies

- Strong organisational skills with ability to manage multiple priorities and time management
- Strong IT skills
- High energy levels and works well under pressure to meet deadlines
- Ability to work to tight deadlines in a very entrepreneurial and agile insurance business
- Ability to communicate effectively (both written and verbal) in English

- Ability to effectively communicate with senior management and external stakeholders
- Strong interpersonal skills and ability to communicate effectively
- Degree of commercial acumen and influence with persuasive skills necessary to lead in a cross functional environment
- Flexible and adaptable style
- Strong people management and influencing skills

Core AmTrust Behavioural & Professional Competencies (Employees)

Results Driven: Displays energy, determination and a sense of urgency to get the job done; understands the importance of meeting deadlines to achieve objectives; takes responsibility for organising own workload to ensure goals are met; identifies barriers or issues that might impact adversely on getting the job done and is proactive and innovative in resolving problems and finding solutions; strives for excellence.

Adaptable & Open to Change: Demonstrates a willingness to adapt and change according to circumstances; is able to comfortably handle ambiguity and changes in priorities; identifies the requirement to demonstrate flexibility for the wider benefit of the department and the business; supports change and the drive to continuously improve.

Relationship Management & Customer Focus: Builds and maintains strong internal and external customer and other relationships as relevant to role; is able to effectively understand and support customer needs while balancing business needs; takes responsibility for meeting agreed service levels and other commitments.; strives to deliver excellence and innovates to deliver solutions; ensures that all our customers are treated fairly and receive good outcomes in accordance with our regulatory requirements.

Risk Management: Is able to understand and identify common types of business risks for their functional or business area; actively supports the maintenance of an effective control environment; takes timely remedial action as may be required to prevent or minimise loss; proactively escalates risks to the appropriate party; supports continuous improvement in the management of risk.

Collaboration: Demonstrates respect and integrity in all collaboration with others; works with rather than competes with others in the business to achieve company goals; builds trust through open communication; adapts style and messaging appropriately; seeks out and listens to the opinions of others; supports team building and an inclusive culture that values diversity.

Continuing Professional Development: Proactively keeps up to date with regulatory and professional changes; maintains the required knowledge and skills to perform in post and undertakes all required / mandatory training; ensures that annual learning and development plans and Continuing Professional Development (CPD) obligations are achieved.

AmTrust Values: Able to demonstrate and role model AmTrust's values: Excellence, Innovation, Integrity, Responsibility, Inclusion and Teamwork.

Conduct Rules: Acts at all times in accordance with the Conduct Rules (as set out above)