



JOB SPECIFICATION

COMPLIANCE AND RISK OFFICER

LOCATION: YORK, UK

SALARY: COMMENSURATE WITH EXPERIENCE, STARTING £23,000 (MUST HAVE OWN TRANSPORT)

BENEFITS

- Up to 33 days' holiday including bank holidays plus long-service increase.
- Great flexi-time arrangement available
- Government work place pension
- Free parking and hot drinks
- Free work wear
- Free on site gym
- On site crèche
- Staff discount

INTRODUCTION

You will assist the Compliance and Risk Managers in compliance and risk governance to enable the business to meet its regulatory responsibilities and ensure that all activities of the business are carried out within the regulatory framework.

DUTIES

The Compliance and Risk Officer role will include, but not be limited to, the following duties and responsibilities:

- perform risk assessments to understand the level, significance and scope of risk
- keep up to date with, and understand, relevant laws and regulations
- monitor compliance with laws, regulations and internal policies
- ensure that your findings are recorded and followed up with management so that issues can be rectified
- educate employees on not only the regulations but also the impact to the organisation if these are not complied with
- investigate irregularities and non-compliance issues
- report back to business functions on current risk and compliance performance
- highlight or escalate areas of concern
- contribute to robust and effective compliance controls within the organisation
- review marketing materials, presentations and websites to ensure compliance with regulatory requirements
- assist in the gathering of internal information in response to regulatory requests
- data collation and analysis
- reviewing management information
- risk and control self-assessments (RCSA)
- assist with the redesigning of the 1st and 2nd line Risk Reporting
- assist with providing advisory and coaching to 1st line with regards their risk reporting
- assist with the Risk Management Information System (RMIS) Installation, upload of Risk Data, training, and test usage
- create a list of Users and create log in details and test their access
- assist with the roll out of training to all users
- continuous support to users of the RMIS.



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SKILLS AND EXPERIENCE

Experience within a similar role is not necessary however you will need to have:

- a keen interest in the Company and the Regulators
- an ability to analyse and interpret information
- excellent time management skills and attention to detail
- the capability to work with numerical information, plus analytical and problem solving skills
- interpersonal skills and the ability to work well with people at all levels
- integrity and discretion when handling confidential information
- excellent verbal and written communication skills
- the ability to prioritise work and to work well under pressure