



JOB SPECIFICATION

RISK & COMPLIANCE OFFICER

LOCATION: BOROUGHBIDGE / YORK / HARROGATE

SALARY: COMMENSURATE WITH EXPERIENCE UP TO £25,000 PER ANNUM

HOURS: MONDAY TO FRIDAY 8.30AM TO 5.00PM

MUST HAVE OWN TRANSPORT

BENEFITS

- Up to 33 days' holiday including bank holidays plus long-service increase
- Great flexi-time arrangement available
- Government workplace pension
- Free onsite gym
- Free parking
- Free work wear
- On site crèche
- Staff discount

RESPONSIBILITIES

To assist in embedding ELICO's Risk Management Framework and the day-to-day management of risk within the business, focusing on the customer and monitoring compliance with regulatory requirements and business standards. As a Risk & Compliance Officer, you will:

- Collaborate with all business areas to promote a Risk & Compliance culture
- Assist with oversight of risk and control management in line with the Risk Management Framework and regulatory requirements
- Assist with the delivery of the Risk and Control Self-Assessment programme including supporting and providing guidance to management, to contribute to robust and effective controls
- Assist the Risk & Compliance Manager in the collation and reporting of risk information including Risk Events, Operational losses, Key Risk Indicators and contribute to monthly reports
- Assist with the administration and delivery of the Risk & Compliance training programme
- Undertake Horizon Scanning of regulatory and legislative change to ensure oversight of the regulatory landscape
- Liaise with management to monitor the progress of any actions arising from First, Second- or Third-line monitoring
- Conduct customer focused Risk & Compliance thematic reviews, to provide oversight of business activities and provide recommendations to the First Line
- Review marketing materials and financial promotions



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SKILLS AND EXPERIENCE

Required

- 1-2 years Risk Management or Compliance Experience
- Strong organisational skills with the ability to work well under pressure
- Excellent communication skills, with the ability to communicate with a range of stakeholders and build relationships
- Strong attention to detail and focus on delivery
- Demonstrable ability to work under own initiative, to tight deadlines and deliver to a high standard

Desirable but not essential

- Previous experience working in Insurance/Financial Services
- A university degree is preferred, with A-Level or equivalent standard being a minimum
- Knowledge of the FCA handbook, consultation papers and publications
- Understanding of the Data Protection Act and General Data Protection Regulation (GDPR)

Please note that the successful candidate will be required to undergo a Basic DBS check

