

Role Profile	Risk & Compliance Manager
Salary	Circa £52,000 per annum pro-rata
Hours	Part-time – 4 days per week (flexible hours)
Job type	Permanent
Location	Remote with some mandatory travel to London (approx 8 times per year)
Closing date	26 th March 2025
How to apply	daniel.kelner@goodmanmasson.com

About this Role

For over two decades, Social Investment Business has provided finance and support to charities and social enterprises. We empower these organisations to do what they do best - serve the communities they operate within.

Find out more about what we do: <https://www.sibgroup.org.uk/>

Our values are: People First, Curious, Bold, Collaborative, Accountable

For further information on our values and our generous benefits please visit <https://www.sibgroup.org.uk/about-us/work-with-us/>

About the Role

Reporting to our Director of Finance we are looking for an accomplished professional with experience in managing Internal Audit, Compliance and Risk functions. A key priority for this role will be to support and advise the Directors Group in assessing and defining strategies and recommendations to manage quality, compliance and risk in line with best practice.

Key responsibilities

Audit

1. To lead and manage on all external compliance audits, including ISO 9001-2015 internal audit and external BSI accreditation – supporting internal departments to be compliant as well as liaising and managing external assessors/auditors.
2. Plan, execute and complete risk-based internal audit plan with regular reporting of audit findings to Directors Group, Audit & Finance Committee & Board.
3. To formally report on ISO 9001-2015 audits and external assessments to relevant management teams.

Compliance

4. Own and manage the Corporate/Organisational Policy framework/register, ensuring regular review, update and training where required.
5. Own and manage the procurement process (including monitoring and reporting all exceptions) and also overseeing the tendering process.
6. Ensure associated KPI's/business metrics are understood, reviewed and monitored; and work collaboratively with the relevant owners to update and report on KPI's and metrics across SIB/Committees/Boards.
7. To lead and keep up to date all relevant policies and procedures working with policy owners to ensure there is operational adherence through training and potential sample testing.
8. Manage and report on the complaints process including reporting Serious Incidents to Audit & Finance Committee.
9. Coordination of Corporate KYC requests (examples being from BSC, BBB, Banks).
10. To lead on application to become FCA regulated if/when required.

Risk

11. Support the Board to regularly review the charity's process for identifying, prioritising, escalating and managing risks.
12. Overseeing the management and co-ordination of the SIB operational risk register, with the relevant managers, keeping relevant people informed.
13. Support colleagues to embed effective risk management processes throughout across all teams.
14. Own and manage co-ordination of the Strategic risk register liaising with relevant owner/Director, keeping relevant people informed. This includes arranging quarterly deep dive of risks by A&FC to be attended by the relevant Director/owner.

General

15. Line management of Governance Officer including undertaking and / or arranging necessary coaching, training and general development.
16. To adopt our continuous improvement and learning ethos.
17. To support and embed equality, diversity and inclusion into day-to-day behaviours and activities within your role as well as contributing more widely across SIB's commitment to E, D & I.

18. To support and contribute to the implementation and delivery of SIB's strategy.
19. In agreement with manager to undertake other tasks and work on cross team projects that support the objectives of SIB as required.
20. To work within the organisation's values, principles, and processes to achieve operational excellence.

Core competencies

- Excellent relationship management skills, external and internal customer focused
- Experience of Compliance both in terms of ISO9001-2015 external assessments and internal audits
- Experience of working within an FCA regulatory environment with knowledge of applying this at SIB
- Proven ability to successfully plan, manage and deliver projects, including identification of tasks, resources and timetables, applying quality control and risk management at all stages
- Good problem-solving skills and attention to detail
- Excellent written and verbal communication skills. The post requires the ability to present and report information to a high standard, to write clear and concise reports and to make confident verbal presentations
- Experience of the interaction between policies and operational procedures.
- Strategic thinker and innovative – willing to try new ideas of doing things and test new ideas
- Resilience and ability to work under pressure
- Flexible and adaptable as a team player
- Ability to provide constructive challenge where appropriate
- Commitment to equalities and customer care
- Commitment to equality, diversity & inclusion