

ROLE PROFILE

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| JOB TITLE | RISK MANAGER |
| FUNCTION | RISK & COMPLIANCE |
| POSITION | FULL TIME ROLE |
| REPORTING TO | HEAD OF RISK & COMPLIANCE |
| REPORTEES | NONE |

JOB PURPOSE

To contribute to the continued development and embedding of the Society's risk management framework; and progression of the Risk function. Also to provide and communicate effective and robust risk oversight to ensure that both the internal and external risks facing the Society are identified, assessed and evaluated, mitigated, monitored and reported.

The role will encompass risk management, involvement in business initiatives, and preparation and monitoring of MI. This will include preparation and development of risk MI and presentation of reports to management and Board committees.

You will work closely with colleagues across the business including Finance, Operations, and IT to ensure that risks associated with both existing and new activities are appropriately managed.

The role requires a proactive individual who is conscientious and highly organised with strong analytical skills, and ability to work under pressure to deadlines and complete work accurately to a high standard. Excellent communication skills are essential.

KEY RESPONSIBILITIES

- Contribution to determination of the Annual Risk Work plan.
- Responsible for delivery of the Annual Risk Work plan. This includes planning and performing reviews; collation and documentation of results; and preparation of reports.

The plan will include:

- Core oversight and monitoring activities
 - Conducting specific thematic reviews and ad-hoc project work
 - Provision of effective independent oversight and challenge of new business initiatives.
- Maintenance of risk management related databases including tracking and monitoring resolution of risk issues.
 - Collation, oversight and monitoring of risk related Management Information for reporting to senior management and Board
 - Attendance and presentation at Board Risk Committee; and at various management committees
 - Proactive contribution regarding continued development and embedding of the Society's risk management framework. This will include:
 - Provision of guidance and support to Risk Owners and the wider business.
 - Providing education and training to the business to build risk awareness and to promote the right risk culture within the Society.
 - Continued progression of the Risk function
 - To build effective working relationships both internally and externally relevant to the role
 - To develop and maintain regulatory knowledge relevant to areas of responsibility. Also to apply knowledge to ensure regulatory compliance
 - To maintain the required level of personal and professional training, regulatory knowledge and competency required for the role

KNOWLEDGE AND EXPERIENCE

Essential

- Retail financial services experience. This may be experience working in the sector in a risk, audit or finance/treasury role.
- Highly proficient in use of Excel
- Experience of performing risk and control based reviews
- Ability and willingness to learn

Desirable

- Prudential and treasury; or Credit risk experience
- Risk or treasury qualification

SKILLS AND COMPETENCIES

Essential

- Strong analytical skills / Analytical mindset
- Strong communication skills both written and verbal
- Strong interpersonal and influencing skills. Ability to apply these skills at all levels across the business
- High degree of personal motivation and initiative
- Able to work independently and as part of a team
- Strong task management skills: ability to effectively prioritise tasks and to work effectively under pressure
- Diligent and accurate

Desirable

- Can-do attitude
- Flexibility to respond to business needs
- Ability and desire to learn new skills
- Report writing experience

OTHER REQUIREMENTS

Essential

- Positive and professional attitude

Desirable

- Full clean UK driving licence

Applicants should send their CV and a brief covering letter to careers@theloughborough.co.uk