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<b>JOB TITLE:</b>	<b>Due Diligence Assurance Officer</b>
<b>LOCATION:</b>	<b>Head Office, Protection House, 83 Bradford Road, Leeds, LS28 6AT</b>
<b>REPORTING TO:</b>	<b>Senior Compliance and Due Diligence Manager</b>
<b>DIRECT REPORTS:</b>	<b>None</b>

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**JOB PURPOSE:**

To ensure that a fully robust due diligence process is carried out on proposed sellers of debt books and third party suppliers including outsource and service providers. Provide support and guidance to the Senior Compliance and Due Diligence Manager on sellers and suppliers regulatory compliance and ensure recommendations are made in line with expectations. Provide assistance to the Senior Compliance and Due Diligence Manager in the execution of the annual Supplier Oversight Plan.

**PRINCIPAL ACCOUNTABILITIES**

Reporting to the Senior Compliance and Due Diligence Manager, you'll be responsible for:

- Providing support to the Senior Compliance and Due Diligence Manager through due diligence on prospective purchases;
- Providing cover attendance at due diligence meetings where necessary, and performing due diligence in line with pre-determined procedures;
- Producing reports articulating compliance related risks associated in accordance with work undertaken, where necessary;
- Preparing reports for the Director of Audit, Risk & Compliance to present to the DPC committee;
- To support the Manager in the delivery of assurance to the Director of Audit, Risk & Compliance to business agreed SLAs/KRIs;
- Providing support to the Senior Compliance and Due Diligence Manager through due diligence on prospective new suppliers;
- Ensure relevant reviews are conducted in a timely fashion in line with the due diligence policy and process;
- Ensure that the annual oversight plan on key suppliers is maintained, including the review of an annual questionnaire and onsite visit where required;
- Maintain a review on key suppliers ensuring any significant change in structure, ownership or regulatory sensor is reported to the Senior Compliance and Due Diligence Manager and Director of Audit, Risk & Compliance for review and escalation, where appropriate;
- Build and maintain strong working relationships across departments within the company and with critical suppliers;
- Support the Senior Compliance and Due Diligence Manager and Director of Audit, Risk & Compliance to fulfil all reasonable requests given by the Board;
- Make decisions/recommendations in the best interests of the business in line with TCF;
- Ensure Regulatory changes are always taken into consideration during the due diligence process;
- Provide support to Sales and Client Relations during the purchase process;
- Support and take accountability for risk and compliance within the remit of your role.

This list is not exhaustive and you may be requested, from time to time, to undertake other reasonable duties requested by a Senior Manager or Director that may sit outside of this Job Description.

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**KEY PERFORMANCE INDICATORS**

- Quality and accuracy of work undertaken
- Timelines and efficiency of work, including response to requests
- Accuracy of written and verbal reporting to Line Manager and key stakeholders
- Sickness, absence and lateness

**Qualifications, Experience and Skills Criteria**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>General Education</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE's or equivalent</li> </ul>	
<b>Previous Work Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 1 years' experience working within a compliance department in a financial regulated activity.</li> </ul>	
<b>Specific Knowledge</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of the consumer credit sector and working within the regulatory framework of the FCA.</li> </ul>	
<b>Professional/Academic/Vocational Qualifications</b>		
<b>Specific Skills</b>		
<b>Demonstrated Behaviours</b>	<ul style="list-style-type: none"> <li>• Works well independently and as part of a team</li> <li>• Looks beyond boundaries of own job to support others</li> <li>• Shares knowledge and ideas</li> <li>• Contributes to a positive team spirit</li> <li>• Is enthusiastic and willing to learn and develop</li> <li>• Motivate self and others</li> <li>• Communicates and liaises with team members and others</li> <li>• Respects confidentiality of information</li> <li>• Works well under pressure</li> <li>• Works within the ISO Quality framework &amp; in line with company policies</li> <li>• Works at all times within CSA, FCA, ICO &amp; all other Regulatory Rules &amp; Guidelines</li> </ul>	

**I can confirm I have read and understand the Job Description.**

**NAME:**.....

**DATE:**.....

**SIGNATURE:**.....



**Please sign and return one copy to the HR department for filing.**

**To apply for this position please click on any of the below links:**

<https://www.totaljobs.com/job/compliance-officer/ffr-job83455287>

**Closing date 26<sup>th</sup> October 2018**